1. Course Details:

Course Code : HRTM-010
Course Title : Evaluation and Measurement of Employment and Level of Qualification
Course Duration : 5 Days

2. Course Overview:

- Any HR professional would agree that the job description is a fundamental tool omnipresent in each HR process. Writing a job description is both an art and a technique. In this workshop, you will learn how to conduct a thorough job analysis in order to write a comprehensive job description focused on the key result areas of the job.
- You will also realize that organizations pay for jobs not individuals; that is why, as an HR professional you must use job descriptions to evaluate jobs objectively and determine their relative values to the organization.

3. Learning Outcomes:

- Apply the basic principles of job analysis and evaluation
- Prepare comprehensive job analysis interviews
- Write clear job descriptions based on thorough job analysis
- Defend the importance of job evaluation as a tool to guarantee internal consistency and fairness
- Justify the importance of the effective administration of job evaluation systems
- Assess the job evaluation options available and make informed decisions on which job evaluation system to use

4. Course Contents:

- Introduction and overview
- Conducting job analysis
- Writing job descriptions
- An overview of job evaluation
- Job evaluation methods
- evaluation System
- Administration and maintenance

5. Attendance Reports:

- Send daily attendance reports to trainingdep

- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

6. Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

7. Who Should Attend?

- HR administrators, officers, specialists, team leaders, managers
- HR business partners who want to sharpen their skills of job analysis, job description and evaluation