Job Evaluation Methods Training Course

Professional Development Training Course Outline

Category	Human Resource Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Job Evaluation Methods Training Course is meticulously designed to empower HR professionals, managers, and organizational leaders with modern, data-driven techniques to assess job roles effectively. This program delves into contemporary job evaluation strategies, emphasizing compensation benchmarking, role analysis, and performance alignment to ensure equitable pay structures and organizational efficiency. Participants will gain practical insights into grading systems, point-factor analysis, and market-driven evaluation methods, equipping them to make informed strategic HR decisions that enhance employee engagement and talent retention.

In today’s competitive business landscape, organizations face challenges in pay equity, job worth assessment, and talent management. This training bridges the gap between theoretical frameworks and real-world application, offering hands-on exercises, case studies, and interactive sessions to reinforce learning. By mastering job evaluation techniques, attendees will contribute to transparent compensation planning, foster organizational fairness, and drive business performance through structured role valuation processes.

Programme Curriculum

Job Evaluation Methods Training Course

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Course Objectives

1. Understand core principles of job evaluation and their strategic importance.
2. Explore point-factor and factor comparison methods for accurate role assessment.
3. Learn job ranking and classification systems to structure pay scales effectively.
4. Gain expertise in market benchmarking for competitive compensation strategies.
5. Implement competency-based job evaluation aligned with organizational goals.
6. Analyze pay equity and fairness issues using modern evaluation tools.
7. Apply quantitative and qualitative assessment techniques for role valuation.
8. Design structured job descriptions to support evaluation accuracy.
9. Develop role-specific weighting systems for balanced performance measurement.
10. Integrate data-driven insights in HR decision-making processes.
11. Use case studies of industry best practices to identify practical solutions.
12. Master communication strategies for justifying job grades to stakeholders.
13. Leverage technology-enabled job evaluation software for efficiency.

Target Audience

1. HR Managers and HR Business Partners
2. Compensation and Benefits Specialists
3. Talent Management Professionals
4. Organizational Development Consultants
5. Payroll and HR Analytics Teams
6. Department Heads and Team Leaders
7. Recruitment and Staffing Specialists
8. Business Leaders and Executives overseeing HR strategy

Course Modules

Module 1: Introduction to Job Evaluation

- Importance of job evaluation in HR strategy
- job worth, compensation, equity
- Types of job evaluation methods
- Role of HR metrics and analytics
- Case Study: Google's job grading framework

Module 2: Job Analysis & Role Documentation

- Conducting role-based job analysis
- Designing structured job descriptions
- Identifying key responsibilities and KPIs
- Linking competencies to performance evaluation
- Case Study: IBM’s competency-based job evaluation

Module 3: Job Ranking Method

- Ranking roles based on overall importance
- Benefits and limitations of qualitative ranking
- Practical ranking exercises with sample jobs
- Aligning ranking with pay structure
- Case Study: Non-profit organization job ranking approach

Module 4: Classification Method

- Designing job classes and grades
- Developing broadbanding and hierarchies
- Understanding classification criteria and levels
- Practical exercises for role grouping
- Case Study: Government sector classification system

Module 5: Point-Factor Method

- Identifying compensable factors and weights
- Scoring jobs using quantitative analysis
- Ensuring objectivity and transparency
- Linking scores to salary bands
- Case Study: Accenture’s point-factor evaluation implementation

Module 6: Factor Comparison Method

- Comparing jobs on key job factors
- Assigning monetary value to each factor
- Developing customized compensation structures
- Evaluating job worth across departments
- Case Study: Tech startup job factor comparison

Module 7: Market-Based Job Evaluation

- Benchmarking against industry pay data
- Integrating market trends with internal structures
- Using salary surveys and analytics tools
- Ensuring competitiveness and retention
- Case Study: Salesforce’s market-driven pay strategy

Module 8: Job Evaluation Implementation & Review

- Strategies for communicating results to stakeholders
- Integrating evaluation outcomes into HRIS systems
- Continuous review and update mechanisms
- Monitoring pay equity and employee satisfaction

- Case Study: Netflix’s transparent pay grading system

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price

23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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