



CYPRUS
INTERNATIONAL
INSTITUTE OF
MANAGEMENT



KORN FERRY™
| HayGroup

Job Analysis and Job Evaluation Workshop

Successfully developing
and enhancing essential
HR skills

Date and Time

Wednesday 19 – Thursday 20 of July, 2017 (9:00h – 17:00h)

Venue

CIIM Premises

Price

€650 per participant

Fee covers tuition, training materials, lunch and two coffee breaks.

**All participants will receive Certificate of Completion
at the end of the course.**

Job Analysis and Job Evaluation Workshop

Successfully developing and enhancing essential HR skills

Today's organisations tend to be more complex, more agile, and have flatter structures. So it's critical to ensure that the jobs within your organisation are designed to reap business strategy rewards efficiently and cost-effectively.

Understanding and being able to undertake effective job analysis and job evaluation is an essential human resource function. They form the basis of the requirements of a role and determine its value to the organisation, ensuring appropriate application of remuneration. Throughout the course, we will shed light on how these two processes complement each other.

Using the set of Korn Ferry Hay Group methodologies will give you the ability to professionally compare job content, job size and reward, across organisations, industries, and countries, regardless of the sector you work in.

Job Analysis

Enabling organizations to clearly demonstrate how jobs add value to the business

Our approach to job analysis provides a fundamental re-think on how strategic organisational goals can be presented within job roles.

The method enables organisations to clearly demonstrate how jobs add value to the business.

This course teaches and demonstrates the methodologies with a focus on developing job descriptions. You will learn how to:

- analyse an existing job, capture its nature and link it to organisational goals
- prepare comprehensive job descriptions for all levels of jobs
- depict and document the accountabilities of a role

Through practical examples you will understand how to retrieve the necessary information and accurately depict the accountabilities of a role.

Job Evaluation

A cornerstone for managing all Human Capital processes

With more than six decades of experience in job evaluation, Korn Ferry Hay Group has an unrivaled knowledge of jobs and organisations. Our methodology is created to empower you to analyse organisational structures and develop effective human resource programmes with a consistent and objective framework.

After attending the workshop you will know how to:

- measure work using the Guide Chart-Profile MethodSM of job evaluation
- apply the method to evaluate a variety of jobs at different levels and in different functions
- understand and discuss similarities, differences, and relationships between work and jobs and how to best design jobs or roles
- see how job evaluation can be applied beyond reward for talent management and organisation effectiveness purposes and how it can affect various processes within the company

You will learn how to measure work in your organisation through both discussion and hands-on practice. Alongside gaining practical experience of evaluating different job types in the context of an organisational structure, you will also learn techniques for ensuring consistency and reliability. You'll benefit by discussing issues with and sharing experiences with peers.

Who should attend

The programme is designed for **HR professionals** responsible for job analysis and job evaluation who need to improve, update and enhance their skills in these areas.

It will be of particular interest to those who wish to gain an insight into how the two processes are ultimately linked and useful for **HR generalists** who need to broaden their knowledge of job analysis and job evaluation tools and techniques.

All **HR practitioners** who deal with compensation management, talent development or organisational effectiveness will benefit from our training substantially.

Day 1

During the first day we will practically understand how to write accurate job descriptions and introduce the fundamentals of job evaluation.

Introduction

What are jobs and why they exist?
Connection between jobs and job holders

Job Analysis

The concept of accountability
Job understanding
Purposes and content of job descriptions
Retrieving the necessary information to understand the job
Job description preparation and practice
How a quality job description connects to job evaluation

Job Evaluation

Principles of job evaluation
Introduction of the evaluation factors of the Korn Ferry Hay Group Guide Chart - Profile MethodSM

Day 2

The second day will combine Job Evaluation theory with practical exercises, allowing you to apply the new knowledge and skills.

Recap of Day 1

Job Evaluation (continued)

- How to use the Korn Ferry Hay Group Guide Chart - Profile MethodSM
- Value of job measurement
- Job Evaluation as driver for HR programmes

Job Evaluation Case Study

- Hands on experience of evaluating different job types in the context of an organisational structure

Sizing and Quality Assurance

- Reality and relationship checks in job evaluation
- Tactical to strategic applications of job measurement in organisations
- Use JEM (Job Evaluation Manager) in the job evaluation process

Course summary and close

All participants will be provided with hard copy study and exercise materials. Will receive certificate of completion at the end of the course.



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How to register

Seating for this conference is limited to maintain the knowledge and experience of all participants.

Therefore the group size is limited to 15 participants and registration is on first-come first-serve basis.

For interest or online registration please visit <http://excedu.ciim.ac.cy/> or you can contact us:

Email: excedu@ciim.ac.cy
Tel.: 77 77 24 46



Note on cancellation

Korn Ferry Hay Group reserves the right to reprogramme or cancel this training, in consultation with registered participants, should participant number be insufficient to run the course effectively. Participants will be informed no later than one week before the training.

Registered participants can cancel their participation up to one week before the training without costs. Full training fee will be invoiced for cancellations later than one week before the training. If participants are unable to attend, a substitute may attend in their place.

Our Training Experts

Our facilitators are seasoned Korn Ferry Hay Group consultants with both depth of job evaluation knowledge and breadth of HR experience. They have worked in complex organisations with clients from a variety of industry sectors, covering a wide spectrum of expertise. Their diverse backgrounds provide participants with the ability to gain both theoretical knowledge as well as practical advice about how to effectively use the our methodology.

Maria Koukou

Ms. Koukou has a combined business line and management consulting experience with emphasis on delivering large scale and complex projects. She has worked with leading market players to deliver fit-for-purpose solutions in the areas of designing Operating Models and Organisational Structures, Process Analysis, Grading Structures & Rewards, and Performance Management across industries. She has been effectively engaged in a number of key client projects, supporting business managers to implement critical strategic, operational and organisational projects.

Ms. Koukou's expertise lies in organisational effectiveness, job evaluation and measurement, design and implementation of reward strategies and incentive systems, strategic performance management, remuneration analysis.

She has actively contributed to numerous assignments in South East Europe. Her experience includes projects in the private and public sector, focusing on the Banking, Telecommunications and FMCG sectors.

