



Consulting and Training | Reach New Heights

Course Name

Job Design, Job Analysis and Evaluation

Sector Name

HR Strategy and Training

Document Type

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Job Design, Job Analysis and Evaluation

Course Introduction

Well-designed jobs are the foundation of organizational efficiency, employee engagement, and fair reward systems. Poor job design and unclear job roles often result in duplication of work, skill mismatches, performance gaps, and internal equity issues.

Developed by **Boost**, this course provides an integrated and practical approach to job design, job analysis, and job evaluation as interrelated HR disciplines. The program moves beyond job descriptions to help participants understand how jobs are structured, analyzed, and valued within the organization to support performance, fairness, and strategic alignment.

Boost's Job Design, Job Analysis and Evaluation - Intermediate course equips HR and business professionals with the tools to build clear, consistent, and well-aligned job structures that support organizational goals.

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Job Design, Job Analysis and Evaluation

Target Audience

- ✓ HR professionals and HR business partners
- ✓ Organization development and workforce planning teams
- ✓ Compensation and job evaluation practitioners
- ✓ Line managers involved in job structuring
- ✓ Professionals responsible for job documentation and grading

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Learning Objectives

- ✓ Understand the principles and importance of effective job design
- ✓ Conduct structured job analysis using practical methods
- ✓ Develop clear and fit-for-purpose job documentation
- ✓ Apply job evaluation concepts to ensure internal equity
- ✓ Differentiate between job content, job requirements, and job value
- ✓ Support HR systems such as recruitment, performance, and rewards

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Course Outline

✓ DAY 01

Foundations of Job Design

Module 1: Understanding Job Design

- ✓ What job design really means
- ✓ Job design vs. organizational structure
- ✓ Impact of job design on performance and engagement

Module 2: Principles of Effective Job Design

- ✓ Task variety, autonomy, and accountability
- ✓ Balancing efficiency and flexibility
- ✓ Avoiding role overlaps and job overload

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Course Outline

✓ Day 02

Job Analysis Fundamentals

Module 3: Purpose and Scope of Job Analysis

- ✓ Why organizations conduct job analysis
- ✓ Job analysis vs. job description
- ✓ When and how often to analyze jobs

Module 4: Job Analysis Methods

- ✓ Interviews, questionnaires, observation
- ✓ Choosing the right method for different roles
- ✓ Managing stakeholder involvement

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Course Outline

✓ Day 03

Job Documentation and Role Clarity

Module 5: Structuring Job Information

- ✓ Job purpose and key responsibilities
- ✓ Reporting relationships and role boundaries
- ✓ Required skills, competencies, and qualifications

Module 6: Writing Clear Job Descriptions

- ✓ Clarity, consistency, and neutrality
- ✓ Avoiding inflated or outdated content
- ✓ Aligning job descriptions with reality

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Course Outline

✓ Day 04

Job Evaluation Concepts

Module 7: Understanding Job Evaluation

- ✓ What job evaluation is (and is not)
- ✓ Internal equity vs. external competitiveness
- ✓ Role of job evaluation in reward systems

Module 8: Overview of Job Evaluation Approaches

- ✓ Ranking, classification, and point-factor concepts
- ✓ Evaluating job value, not jobholders
- ✓ Managing subjectivity and bias

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Course Outline

✓ Day 05

Applying Job Evaluation and Integration

Module 9: Job Evaluation in Practice

- ✓ Preparing jobs for evaluation
- ✓ Role of evaluation committees
- ✓ Documenting and validating results

Module 10: Integrating Job Design, Analysis, and Evaluation

- ✓ Linking jobs to grading and pay structures
- ✓ Supporting recruitment, performance, and development
- ✓ Maintaining job frameworks over time

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 15, 2027	March 19, 2027	5 days	4950.00 \$	England , London
May 24, 2027	May 28, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Aug. 23, 2027	Aug. 27, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Nov. 9, 2026	Nov. 13, 2026	5 days	4250.00 \$	UAE , Dubai

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