



# Fundamentals of C&B Mastering Job Evaluation

PART 3 OF THE  
**CPP** CERTIFIED  
PAYROLL  
PROFESSIONAL

WE ARE  
**Online**   
April | 9AM-5PM  
MODE: VIRTUAL

**RM 2,400**



100% HRDC Claimable



**JULIANA**

## MODULE OVERVIEW

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In today's dynamic workplace landscape, it's crucial to have a deep grasp of the fundamentals that shape roles, responsibilities, and organisational structures. Creating an organisation chart is beyond plug and play - placing people on different lines of hierarchy.

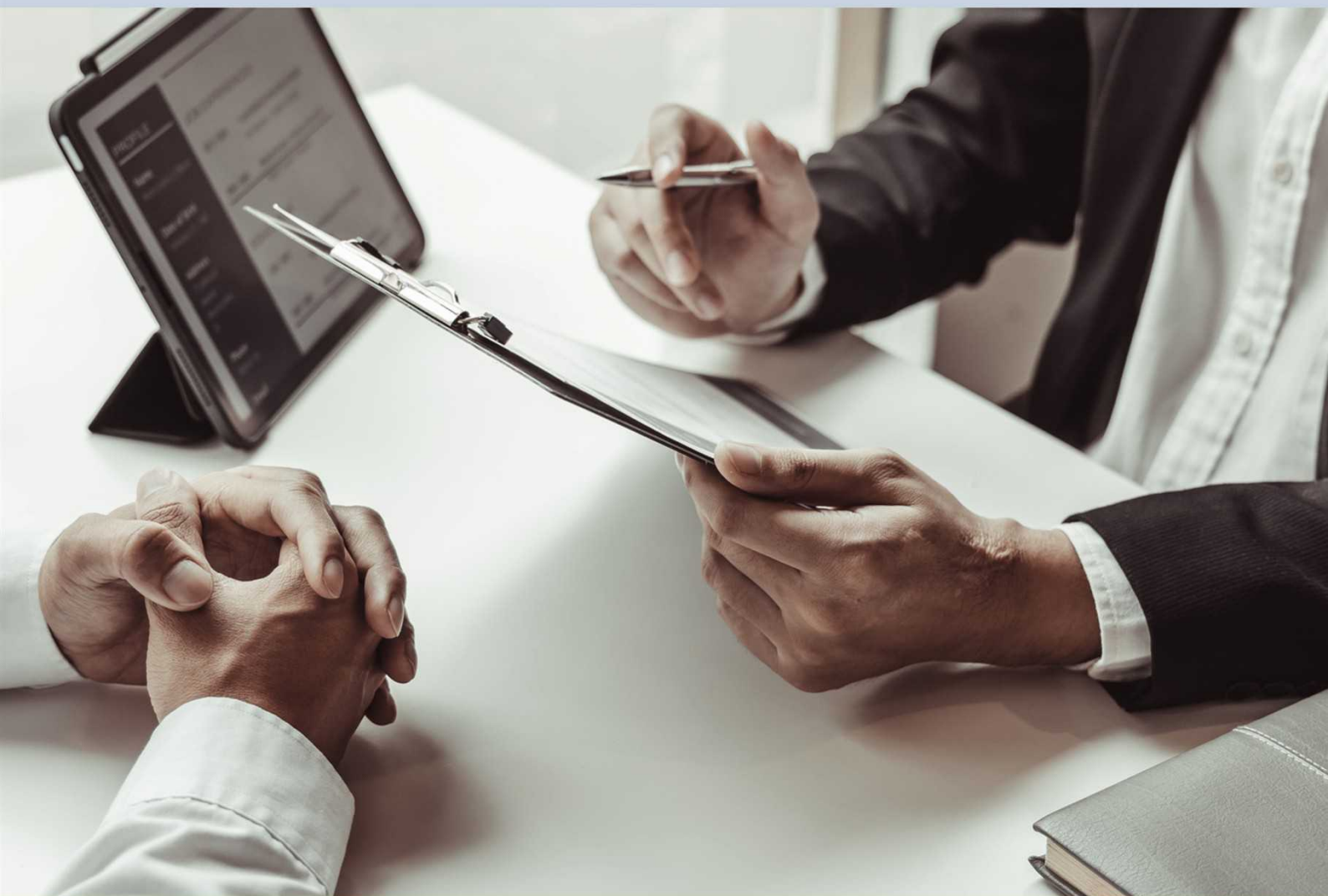
### Why Attend:

**Hands-On Experience:** Engage in experiential activities like job shadowing and job redesign simulations to apply theoretical concepts in real-world scenarios.

**Expert Guidance:** Learn from a seasoned HR professional with years of practical experience.

**Networking Opportunities:** Connect with like-minded professionals and expand your professional network.

**Career Advancement:** Gain valuable insights and skills that will set you apart in your career journey and open up new opportunities for growth and advancement.





**LEARNING OBJECTIVES**

- Understand the purpose and importance of job evaluation,
- Develop proficiency in Role Analysis Techniques,
- Acquire practical skills in conducting role analysis using various techniques,
- Gain hands on experience in applying job evaluation techniques,
- Learn the foundational principles of Total Rewards, including compensation and benefits components, and their significance in attracting and retaining talent.

**TARGETED PARTICIPANTS**

This course is intended for employees in Human Resources, particularly those managing the portfolio of Compensation and Benefits – Junior C&B Professionals, HR Executives and Managers who are embarking into the C&B function as a specialisation.



**METHOD OF TRAINING**

The course will be conducted in an interactive learning mode to encourage active learning among the participants. Methods of training used include group discussions, slides presentation, assessments, individual assignment, games and opportunity for self-reflection and action planning.

## LEARNING OUTCOME

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*Upon completion of the programme, participants will be able to:*

- understand the purpose and importance of job evaluation,
- develop proficiency in Role Analysis Techniques,
- acquire practical skills in conducting role analysis using various techniques,
- gain hands-on experience in applying job evaluation techniques,
- learn the foundational principles of Total Rewards, including compensation and benefits components, and their significance in attracting and retaining talent.



## ASSESSMENT / PRESENTATION

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### **1. Knowledge Assessment**

Multiple Choice Questions (MCQ) and Short Written Answers (SWA)

### **2. Application Assessment**

During role play activities throughout the session



## CONTENTS DAY 1 | UNDERSTANDING JOB ANALYSIS

**9:00AM–  
11:00AM**

### **Module 1: Introduction to Total Rewards**

- Understand the basics of Total Rewards Framework
- Recognise the key components of total rewards including compensation and benefits
- Introduction to best practices of total reward in organisations

### **Tea Break**

**11:00AM–  
12:30PM**

### **Module 2: Introduction to Job Evaluation and Role Analysis**

- Define Job evaluation and its importance in organisational effectiveness
- Introduction to the key components of job evaluation including role analysis, job streams, frameworks and levels
- Learn how job evaluation aligns with compensation, organisational structure and career development

**Experiential Activity:** Job Evaluation Puzzle

**12:30PM–  
1:30PM**

### **Lunch Break**

**1:30PM–  
3:00PM**

### **Module 3: Role Analysis Workshop**

- Introduction to various role analysis methods and guidance on gathering relevant data and information

**Role Play:** Conducting a role analysis within groups

### **Tea Break**

**3:00PM–  
5:00PM**

### **Module 4: Job Streams, Job Levels and Frameworks**

- Define & discuss common job streams and frameworks used in different industries and their role in organising job roles
- Explore criteria used to determine job levels
- Explain the significance of hierarchies in an organisation using job levels

**Experiential Activity:** Job Level Mapping Exercise

**5:00 PM**

### **End of Day**

## CONTENTS DAY 2 | JOB DESIGN AND JOB EVALUATION METHODOLOGIES

9:00AM- 9:15AM	<b>Recap and Review of Day 1</b>
9:15AM- 11:00AM	<b>Module 5: Job Description and Stakeholder Communication Strategy</b> <ul style="list-style-type: none"><li>• Purpose and components of a well-written job description is discussed</li><li>• Guided drafting of clear and comprehensive job descriptions that accurately reflect job roles and responsibilities</li><li>• Introduction to effective communication strategies for engaging with various stakeholders throughout the job evaluation process</li><li>• Feedback and guidance on tailoring communication messages to different stakeholder groups and addressing their specific concerns</li></ul>
	<b>Tea Break</b>
11:00AM- 12:30PM	<b>Module 6: Job Evaluation Simulation</b> <b>Experiential Activity:</b> Role play to conduct job evaluation based on real-life organisational context
12:30PM- 1:30PM	<b>Lunch Break</b>
1:30PM- 3:00PM	<b>Module 7: Introduction to Salary Structures</b> <ul style="list-style-type: none"><li>• Participants will learn about the different components of compensation such as base salary structures; variable pay and non-monetary benefits</li><li>• Discuss how salary structures contribute to overall Total Rewards effectiveness.</li><li>• Methods for benchmarking salaries.</li></ul>
	<b>Tea break</b>
3:00PM- 4:30PM	<b>Module 8: Future Trends in Total Rewards</b> <ul style="list-style-type: none"><li>• Explore some of the upcoming trends in total rewards including Explore emerging trends in Total Rewards, such as AI application, personalised rewards, gig economy considerations, and the impact of remote work.</li><li>• Discuss how organisations can adapt their Total Rewards strategies to meet evolving employee needs.</li></ul>
4:30PM- 5:00PM	<b>Closing</b> <ul style="list-style-type: none"><li>• Reflection on how they will apply their job evaluation knowledge to their respective organisation jobs</li></ul>
5:00PM	<b>End of Day</b>

