

360People Training Workshops

November 2014

Johannesburg, South Africa

Enhancing organisation performances

360PEOPLE
HUMAN ADVANTAGE ARCHITECTS



360People is pleased to announce the following public training workshops will be offered in Johannesburg in November:

Job Description Writing and Evaluation
2 days – 18 -19 November 2014

Strategic Reward Management
2.5 days – 20 to 22 November 2014

Venue: 360People Offices 30 Peter Place, Sandton

Outline of Workshop

1. Job Description Writing and Evaluation

In virtually all organizations some form of job evaluation or job grading takes place, providing a foundation for many of the organizations key human resource management processes. This workshop provides delegates with practical training in job analysis and job description writing which will allow them to compile clear, effective job descriptions, this being critical for the proper sizing of the jobs. It deals with the role of job evaluation in effective human resource management, provides an overview of various job evaluation methodologies and deals with the requirements and process for the effective implementation and maintenance of job evaluation in organizations.

Workshop Content:

- Job Analysis and its Role in Human Capital Management
- Aligning the Job Description Template with Organizational Requirements
- Attributes of a Well Written Job Description
- Understanding the Concept of 'Levels of Work Complexity'
- How to Write Job Purpose Statements
- How to Identify and Write Principal Accountability Statements
- Linking Competencies to the Job Description
- The role and importance of job evaluation
- Overview of job evaluation methods and approaches
- Critical Success Factors for Job Evaluation Implementation
- Practical Demonstration of a Job Evaluation method

Workshop Objectives:

After completion of this workshop, delegates will be able to:

- Determine the required elements and content of a job description and develop an appropriate job description template for the organization.
- Write a clear, concise job description using an understanding of levels of work, which is critical if job descriptions are used for job evaluation purposes.
- Link Principal Accountability statements and Competencies to organizational requirements.
- Understand the components of different job evaluation systems and determine the most effective job evaluation methodology for the organization.
- Review the organizations process and policy regarding job evaluation and determine key steps and interventions required to ensure a sound process.
- Understand alternative approaches to job evaluation such as job slotting and competency based approaches and establish how these fit an organizations particular requirements and culture.

2. Strategic Reward Management

Strategic management of reward using a Total Reward Approach in order to attract, retain and motivate the best talent in line with the organizations needs is one of the primary challenges for human resource practitioners today. 360People draws on its extensive remuneration/reward consulting experience to provide this practical two a half day workshop covering the key elements for effective reward management.

- An Integrated Approach to Strategic Reward Management
- Job Evaluation and its Role in Remuneration
- Developing Grade and Pay Structures
- Base Salary Management
- Performance Based Pay
- Effective Use of Market Remuneration Surveys
- Competency and Skills Based Pay Systems
- Development of a Reward Policy

Workshop Objectives

After completion of this workshop, delegates will be able to:

- Analyse organizational requirements and develop an overall framework for reward management in the organization.
- Develop the key components of a Total Reward Program.
- Develop a pay structure linked to the external market and the organizations grades.
- Apply pay for performance principles to the management of remuneration
- Use remuneration surveys more effectively
- Implement talent management principles linked to their organizations human capital requirements.

Workshop Presenter

Dave Sorour

Dave is a Senior Associate Consultant for 360People and a human capital specialist with extensive experience providing strategic reward and performance management solutions to clients across Africa. Dave has consulted to more than 200 organisations in Africa including Tanzanian Electrical Corporation, Silafrica, CRDB Bank Tanzania, Botswana Meat Commission, Botswana Telecommunications, Botswana Power Corporation, Bank of Zambia, Central Bank of Swaziland, Coca Cola Company, Sasol, South African Breweries, Ford Motor Company, Volkswagen, South African Airways, SA Port Operations, Nuclear Energy Corporation South Africa.



Client Endorsements

“ Myself and various members of my team have attended a number of workshops run by Mr Dave Sorour in Dar es Salaam. We were very happy with the training and this led to a further consulting engagement. We can fully endorse Mr Sorour as a very experienced and competent human resource professional.

– Akshay Shah, Managing Director, Silafrica Tanzania, July 2014. ”

“ Mr Dave Sorour conducted a number of job analysis and evaluation training workshops for our organisation. We were happy with the quality of the training which was very practical and fully achieved the learning objectives we were looking for.

– Phefo Phefo, Training Manager, Botswana Meat Commission, July 2014 ”

“ Tanesco staff have benefited greatly in the past by training conducted by Mr Dave Sorour. He also undertook a major consulting exercise for Tanesco related to job evaluation and career ladders which we were very satisfied with.

– Dorothy Migembe, HR Manager, Tanesco, August 2014 ”

“ Nuclear Energy Corporation SA has engaged the services of Mr Sorour for more than 10 years. He has provided extensive and ongoing support to the organisation in this time, including remuneration consulting and job analysis and performance management training. Based upon our satisfaction with his work this is an ongoing working relationship.

– Elsa Van Lieshout, Reward Manager, NECSA, August 2014 ”

Who should attend the workshops

HR Managers, HR Specialists and Line Managers who wish to enhance their knowledge and gain practical skills in these important areas of human capital management.

Workshop Approach These workshops will involve a combination of theoretical training, practical exercises and group discussions that will allow each participant to develop practical skills in application of the workshop content.

Timing: 08H30 hours – 16H00 hours each day

Fees: R4800 for Job Description and Evaluation Workshop, R6500 for Strategic Remuneration Management. Attend both workshops for R9500. For more than 3 delegates attending 15% discount.

This fee includes a comprehensive Manual with slides, notes, articles and practical case studies as well as teas and lunch each day.

Enquires and Enrolment:

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