Advanced Job Analysis, Evaluation and Grading Governance Training Course

1 – 5 November 2026
Accra

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Ref: 1092_180615 **Date:** 1 – 5 November 2026 **Location:** Accra **Fees:** 4100 Euro

Overview

Advanced Job Analysis, Evaluation and Grading Governance Training Course is a one-week programme for senior HR, reward and organisation-design practitioners, who leave with a Job Evaluation Governance Pack. Participants build reliable job evidence, write evaluation-ready descriptions, apply compensable factors, moderate scores and shape defensible grade boundaries. The course connects technical evaluation with fairness, decision rights, appeals and periodic review. Agile Leaders Training Center develops advanced job evaluation and grading governance capability.

Who Should Attend

- HR leaders accountable for job architecture, internal equity and workforce governance
- Reward teams responsible for evaluation methodology, grade structures and pay relationships
- Organisation-design practitioners defining roles, accountabilities and reporting relationships
- Job evaluation specialists collecting evidence, scoring roles and facilitating panels
- Senior HR business partners advising leaders on role changes and grade decisions

The course assumes participants can interpret organisation structures and role information, and it leaves out salary-survey procurement, individual performance appraisal and payroll processing.

Departments and Industries

The course supports functions and sectors that require consistent role definition, equitable evaluation and controlled grade decisions.

- Human resources, reward, compensation and benefits, and organisation design
- Talent management, workforce planning and HR business partnering
- Banking, insurance, professional services and technology
- Manufacturing, energy, construction and logistics
- Healthcare, education, utilities and public organisations

Learning Objectives

By the end of this course, participants will be able to:

- Apply structured job-analysis and evidence-validation methods
- Build concise, evaluation-ready job descriptions
- Use compensable factors, levels, weights and scores
- Analyze benchmark roles and grade-boundary options
- Evaluate panel decisions for consistency and bias
- Build governance, appeals and re-evaluation controls

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Course Agenda

Day 1: Job Evidence and Analysis

- Job Analysis Scope and Governance Charter
- Interview, Questionnaire and Observation Methods
- Organisation Context and Role-Purpose Mapping
- Accountability, Decision and Relationship Evidence
- Job Evidence Quality and Validation Checklist

Day 2: Evaluation-Ready Job Descriptions

- Role Purpose and Outcome Statement
- Accountability and Decision-Authority Matrix
- Knowledge, Problem-Solving and Impact Evidence
- Working Relationships and Role-Scope Measures
- Job Description Review and Approval Standard

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Day 3: Analytical Job Evaluation

- Analytical and Non-Analytical Method Comparison
- Compensable Factor and Level Architecture
- Factor Weighting and Point-Scoring Logic
- Benchmark Job Selection and Calibration
- Evaluation Rationale and Evidence Record

Day 4: Grading and Panel Governance

- Job Size Distribution and Grade-Boundary Analysis
- Evaluation Panel Roles and Decision Protocol
- Moderation, Consistency and Outlier Review
- Gender-Neutrality and Bias-Control Checklist
- Appeal, Challenge and Escalation Procedure

Day 5: Implementation and Assurance

- Exercise: Validate a Job Evidence File
- Exercise: Score and Moderate Benchmark Roles
- Exercise: Test Grade Boundaries and Anomalies
- Exercise: Resolve an Evaluation Appeal
- Capstone Exercise: Job Evaluation Governance Pack

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Practical Exercises

Suggested activities turn job evidence into transparent, reviewable evaluation and grading decisions.

- Suggested activity: interview a role holder and convert evidence into an evaluation-ready job description
- Suggested activity: define factor levels, apply weights and document scoring rationales for benchmark roles
- Suggested activity: moderate panel scores, identify bias risks and resolve inconsistent evidence
- Suggested activity: design grade boundaries, appeals controls and a periodic re-evaluation calendar

FAQs

Who suits advanced job analysis and evaluation training, and what does it assume?

Senior HR, reward, organisation-design and job evaluation practitioners suit the training. It assumes they can interpret structures and role evidence and are ready to make or govern relative job-value decisions.

How does job evaluation training differ from performance appraisal training?

Job evaluation determines the relative value of roles using job evidence and consistent factors, while performance appraisal assesses how an individual performs within a role.

What makes a job description ready for analytical job evaluation?

An evaluation-ready job description states purpose, accountabilities, decisions, relationships, knowledge requirements, problem-solving demands, scope and impact with enough verified evidence to apply factor definitions consistently.

How are grade boundaries built from job evaluation scores?

Grade boundaries group roles of comparable evaluated size. Practitioners examine score distributions, benchmark relationships, overlaps, anomalies and organisational needs before documenting boundaries and governance rules.

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Why do job evaluation panels need moderation and appeals?

Moderation tests whether factors and evidence were interpreted consistently. Appeals provide a controlled route to challenge missing evidence, procedural errors or inconsistent application without converting evaluation into pay negotiation.

Conclusion

Participants take back a Job Evaluation Governance Pack containing analysis tools, description standards, factor architecture, scoring records, benchmark calibration, panel protocols, bias checks, grade-boundary analysis, appeals controls and review triggers. The pack supports transparent role decisions, consistent internal relationships and controlled re-evaluation as work changes.