



JET Certification Course

In Collaboration with:

يُفيد  **Feed**

Explore Job Evaluation Systems & The Implementation of The Evaluation Tool

In this workshop, participants will learn how to define job weight and the job evaluation dimensions that is both equitable and competitive.

Understand what a job design is, and how it evolved over the years and become familiar with the multitude of job-design approaches.

Gain an understanding of the fundamentals of designing a grading structure, what is job evaluation, and the common systems of job evaluation systems as well as what are the grading principles and the common types of grading structures used.



This workshop enables participants to develop job role leveling based on a consistent, fair and orderly approach.



This Is A 3-day Program That Provides Participants With:

- Knowledge – of the principles and approaches of job evaluation.
- Skills – to evaluate jobs, develop a grading structure.

Learning Approach

During the learning journey, we use a number of techniques that challenge the learner's understanding, immerse them in real-life situations, and allow them to assimilate and internalize their learning.



Workshop Methodology



Transfer of knowledge from the trainer



Exchanging experience between learners and the trainer



Case studies - Group exercise



Role Play – Evaluate me!



SELF REFLECTION

Throughout the workshops, participants will be able to reflect on their understanding and embed their learning into their organisational practices.

What you will learn:

- Understand the critical principles of job design.
- Explore the application of the job characteristics approach and Identify the job design approaches and trends.
- Understand what a job profile is, and its benefits for managers, employees, and the HR department.
- Understand the role of the HR department and line management in the job profile process.
- Explore the process and tools needed to formulate a well-designed job profile.
- Understand the role of job evaluation and the different methodologies.
- Understand the implementation process of the JET.
- Understand the components of the grading structure.
- Explore UFeed JET Platform, features functionalities and its implementation.

Job Design Concept:

- Understand the critical principles of job design such as efficiency, motivation, mental capacity, and safety and health.
- Learn the link between the organisation's business processes and the job design and practically apply the translation of a business process into a job's content and purpose.
- Understand how job design quality affects attitudes, behavior, and outcomes at the individual and the organisational level.
- Understand what a job design is, and how it evolved over the years and become familiar with the multitude of job-design approaches (i.e., Taylorism, The Socio-Technical Systems Approach, Core Characteristics Model, Psychological Empowerment Theory).
- Understand the rationale and reasons behind creating/redesigning a job and learn how to ensure there is no better alternative for creating a job.
- Recognise the different approaches to address redesigning existing jobs.

The process and the tools for job profiling:

Preparation

- Learn how to prepare for the job analysis through desk research.
- Understand the relationship between the job role and the job family.

Job Analysis

- Learn about the different data gathering techniques.
- Explore the information needed to be gathered during the interview.
- Learn how to conducting the job analysis interview.

Writing the Job Profile

- Discover the components of the job profile.
- Learn how to formulate the job profile.

Validation

- Explore the different validation techniques.





JOB EVALUATION TOOL

Role of Job Evaluation

- Understand the purpose of implementing the job evaluation.
- Understand when to undertake a job evaluation project.
- Explore the principles of the job evaluation.

Approaches to Job Evaluation

- Explore the evolution of the job evaluation process and the golden rules of job evaluation.
- Learn about the analytical and non-analytical approaches to job evaluation.

Common Job Evaluation Systems

- Explore the different job evaluation systems and how they compare to each other
 - Hay
 - Mercer
 - Towers Watson
 - Hewitt
 - JOBMASTER

Job Evaluation

The Implementation of a Job Evaluation Tool

- Explore the old committee process vs. the new computer-aided process.
- Learn about all the stakeholders who should be involved In implementation.
- Understand the Success vs Failure: Factors that determine the success of implementing your job evaluation tool.
- Get acquainted with JOBMASTER insights on:
 - Scheme design.
 - Scheme maintenance.

“ **Compensation will be perceived by employees as **fair**, if based on systematic elements.** ”

Job Evaluation

Job Evaluation Tool – JET

Job Evaluation Tool (JET) is an analytical scheme developed with an emphasis on incorporating rigorous factors while maintaining ease of use by the evaluators, consultants, and/or clients, and an accurate scoring model.

Learners will:

- Understand the advantage of UFeed JET Platform automated solution.
- Learn how to use UFeed JET Platform automated system.
- Explore the different types of reports which can be generated from the platform.
- Explore the job evaluation guidelines and the scoring system.

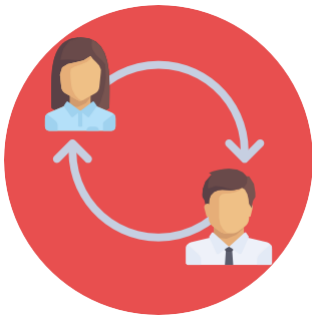
The Job Evaluation Tool covers 3 dimensions, providing a comprehensive way of measuring the value of a job. The tool designed with a total of 9 factors being measured for the purpose of evaluating every single job.

Dimension	Factor
KNOW-HOW	Professional Knowledge and Experience
	Technical skills
	Span of control
	Internal Communication
	External Communication
PROBLEM-SOLVING	Creative Thinking
ACCOUNTABILITY	Decision Making Impact
	Financial Responsibility
WORKING CONDITIONS	Physical/Emotional Demands

Transferring Knowledge

JET Implementation Coaching Session

Learners will:



- Learn how to evaluate the organisations' job roles in accordance to the job's characteristics provided fairly.
 - Apply learned concepts using the provided different job profiles and questionnaires for different levels.
 - Work with our expert consultants who will help you integrate the learned practices with instant feedback.
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- Identify specific actions you will need to focus on when evaluating the job.
 - Get the chance to learn how to use the gathered information to weigh the job and apply them through UFeed JET Platform while being coached on the right method.
 - Have an orientation about UFeed JET platform functionality and how the system works through some practice during the day.

UFeed is a Corporate Startup with a goal to bridge the gap between high-quality consulting services and the accessibility of knowledge and data utilization within any organization using technology at affordable price. We believe in empowering people and equipping them with the right tools.

UFeed is sister company to JOBMASTER and considered to be the digital arm of the group.

JET Certification Benefits

The Accredited Learner will:

- Provide a strong foundation for structuring the assessment of jobs, understand comparability on a rational basis, and will support HR professionals to streamline decisions regarding employees based on an efficient and consistent methodology.
- Establish guidelines for pay level maintaining internal equity & linking pay to performance
- Identifying gap areas, reasons and possible solutions to rectify the situation
- Ability to attract and retain key talents and rare competencies.
- Be certified on the Job Evaluation Tool (JET) reflecting the knowledge and its approaches as well as understanding different tools and approaches.
- Access to UFeed platform to utilize the digital know-how application during the course.
- Upon subscription with UFeed all tools and aids needed to come up with the proper job evaluation.

Ask about Ufeed's suitable packages and subscribe to JET Platform and evaluate all your company jobs to build own Grading Structure.

JET Implementation Coaching Session

JMDA merges between the knowledge and the practice; we aim to graduate learners who can go out to the market and immediately start creating and applying the HR functions successfully.



Each learner will be provided with 1 hour to evaluate a certain pre-defined job roles through UFeed JET Platform

DAY
FOUR

Certification Evaluation Process

1. The learner be provided with 2 job profiles and 2 questionnaires for different levels and will be requested to understand the role requirements and characteristics provided.
2. The learner will be provided with a duration of 1 hour to evaluate the jobs using UFeed JET platform.
3. The learner will not have the option to edit on the positions once evaluated and submitted.

*Expect to receive your assessment results within two weeks from the assessment date.

*In case of not Passing the certification, the candidates will have the chance to get re-evaluated once within a month with no extra charge.

UFeed – JET Platform Screenshots

UFeed

Sign In

Email*

Password*

[Reset/Change password?](#)

Sign In

Sign Up

UFeed

Training Company People and Culture CHRO F1 F2 F3 F4 F5 F6 F7 F8 F9

PROFESSIONAL KNOWLEDGE AND EXPERIENCE المعرفة والخبرة المهنية

This factor measures the breadth and depth of knowledge required to do the job. Knowledge is the information that the job holder is required to use in carrying out his/her work. It can be acquired through work experience as well as education and/or training.

هذا العامل يستكشف/يراقب مدى إتساع وعمق المعرفة المطلوبة للقيام بالوظيفة المحددة. المعرفة هي مجموعة من المعلومات المطلوبة للقيام بالوظيفة المستخدمة في تأدية مهامها. ويمكن الحصول عليها من خلال الخبرة العملية، إلى جانب التعليم و/أو التدريب.

Job specific knowledge acquired from a technical/professional qualification or postgraduate qualification such as a CPA, CMA, CFA, MBA, or any master's degree. Knowledge that would be required of a graduate equivalent with work experience of at least 5 – 8 years or special training for the job. Alternatively job specific knowledge gained from around 10 – 15 years of work experience without university degree

المعرفة المكتسبة من خلال مؤهلات تقنية/ مهنية أو مكتسبة من خلال دراسات بعد التخرج مثل شهادة سوق المال، الشهادة المحاسبية أو ماجستير إدارة الأعمال أو أي درجة ماجستير. المعرفة المطلوبة من خريجي الجامعات بخبرة عملية لا تقل عن ٥ إلى ٨ سنوات أو تدريب خاص للوظيفة. المعرفة المكتسبة من خبرة عملية من ١٠ إلى ١٥ سنة بدون مؤهل جامعي

Intermediate level between level (L13) and level (L14)

مستوى متوسط بين المستوى (١٣) و المستوى (١٤)

Job specific knowledge and experience that would be expected of an individual who has between 10 and 15 years' experience in a professional Or technical job

المعرفة والخبرة المتوقعة من شخص لديه ١٠ - ١٥ سنة من الخبرة العملية في وظيفة ذات طابع فني أو تقني.

Next Save & Continue Later

UFeed

Training Company

Total Number of Completed Positions / Total Allowed Positions

Positions Created: 0/20

Positions Evaluated: 0/20

Positions Edited: 0/4

Deleted (Position | Edit): 0/0

[Add New Department](#)

CEO/Chairman People and Culture Finance

Evaluate

An overview of your route.

Position	Level	Score
CHRO	15	1065

Factors	Name: Total Rewards Director Subsidiary: Training Company Department: People and Culture Reset Re-evaluate	Name: HRBP Head Subsidiary: Training Company Department: People and Culture Evaluate	Name: OD Director Subsidiary: Training Company Department: People and Culture Reset Re-evaluate
PROFESSIONAL KNOWLEDGE AND EXPERIENCE المعرفة والخبرة المهنية	Level: 15 Edit	Level: 17 Edit	Level: 17 Edit
TECHNICAL SKILLS المهارات الفنية و التقنية	Level: 11 Edit	Level: 9 Edit	Level: 15 Edit

Blue Collars Levels	White Collars Levels	JET Level	Level	M Level	T Level	CEO/Chairman	Finance	Commercial	People and Culture	Technology
	Executives	19	24-25	6	67-68	19				
		18			6			CEO		
	Senior Managers / Directors	17					CFD			Chief Technology Officer
	Managers / Senior Managers	16							CHRO	
		15						COO		
		14						Commercial Director		
	Professionals / Supervisors / Section Head / Manager	13							Total Rewards Director OD Director	
		12								
		11								
		10						Key Account Manager		
		9						Business Development Manager		
Senior Formen	Senior Specialists	8								Senior Developer
Formen	Senior Clerks / Specialists	7								
Worker III/ Technician I	Senior Clerks / Specialists	6								
		5								
Worker II/ Technician I	Clerks	4								
Worker I/ Technician I		3								

Unskilled Labor		2							
		1							

UFeed – JET Platform Screenshots



CUSTOMISATION

We customise our workshops to suit specific client needs. From simple tailoring to designing new content and activities, workshops are made to fit your organization. It is as close as you get to made-to-order workshops.



FLEXIBILITY

Schedule workshops as per your convenience. Workshops can be lengthened, shortened, or combined. Moreover, have workshops delivered at your preferred location.



EXPERTISE

Our workshops are developed and delivered by HR experts. They bring in years of hands-on experience and give participants a sample of real-life scenarios and practical applications.



EXPERIENTIAL

We deliver highly interactive, experiential workshops. We focus on practice, activities and experiences, to support the internalisation of learning, and help participants link it to their particular work situation.



GAMIFICATION

We employ games and gamification techniques to increase participant engagement and create a more inviting, fun learning environment.

Contact Us



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