

HUMAN RESOURCES | COURSE BROCHURE

Job Evaluation and Grading Structures

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Job evaluation provides a fair and consistent basis for grading jobs and designing pay structures. This course explains job analysis, writing job descriptions for evaluation, analytical and non-analytical evaluation methods, point-factor schemes, grading structure design and maintenance, and links to pay equity requirements. Participants evaluate sample jobs and build a grading structure.

Inconsistent grading creates pay disputes, equity risks and retention problems. This course gives you practical tools to evaluate jobs objectively and design defensible grade structures.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course uses job evaluation exercises, panel simulations, grading structure design workshops and case studies.

Course objectives

By the end of this course, participants will be able to:
• Explain the purpose and methods of job evaluation
• Conduct job analysis and prepare evaluation-ready job descriptions
• Apply a point-factor job evaluation method
• Run fair job evaluation panels
• Design grading structures and grade boundaries
• Maintain job evaluation and grading over time

Target audience

This course is suitable for:
• Reward and compensation professionals
• HR managers and business partners
• Organisation design specialists
• HR analysts
• Managers involved in job evaluation panels



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Target competencies

Participants will develop competencies in:

- Job analysis
- Job evaluation methods
- Point-factor schemes
- Panel facilitation
- Grade structure design
- Pay equity awareness

Course outline

Day 1: Job Evaluation Fundamentals

09:00–09:54	Purpose of job evaluation
09:54–10:48	Non-analytical and analytical methods
10:48–11:00	Equal pay considerations
11:00–11:30	**Coffee break**
11:30–12:12	Equal pay considerations (continued)
12:12–13:06	Job evaluation process
13:06–14:00	Exercise: Ranking jobs

Day 2: Job Analysis

09:00–09:54	Gathering job information
09:54–10:48	Writing job descriptions for evaluation
10:48–11:00	Role profiles
11:00–11:30	**Coffee break**
11:30–12:12	Role profiles (continued)
12:12–13:06	Avoiding bias
13:06–14:00	Workshop: Job description review



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Day 3: Point-Factor Evaluation

09:00–09:54	Factors and levels
09:54–10:48	Scoring and weighting
10:48–11:00	Evaluating benchmark jobs
11:00–11:30	**Coffee break**
11:30–12:12	Evaluating benchmark jobs (continued)
12:12–13:06	Consistency checks
13:06–14:00	Exercise: Evaluating sample jobs

Day 4: Grading Structures

09:00–09:54	Grade design options
09:54–10:48	Setting grade boundaries
10:48–11:00	Broad bands and job families
11:00–11:30	**Coffee break**
11:30–12:12	Broad bands and job families (continued)
12:12–13:06	Linking grades to pay
13:06–14:00	Workshop: Designing a grade structure

Day 5: Implementation and Maintenance

09:00–09:54	Communicating outcomes
09:54–10:48	Appeals
10:48–11:00	Evaluating new and changed jobs
11:00–11:30	**Coffee break**
11:30–12:12	Evaluating new and changed jobs (continued)
12:12–13:06	Audits and equity checks
13:06–14:00	Capstone: Job evaluation implementation plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the



Course content

sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Istanbul Confirmed dates	16 Nov 2026	20 Nov 2026	**£2,650.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,250.–**
Vienna Confirmed dates	23 Nov 2026	27 Nov 2026	**£2,940.–**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**£1,250.–**
Amsterdam Confirmed dates	7 Dec 2026	11 Dec 2026	**£2,540.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.–**
Singapore Confirmed dates	14 Dec 2026	18 Dec 2026	**£2,820.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
London Confirmed dates	4 Jan 2027	8 Jan 2027	**£2,450.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.-**
Dubai Confirmed dates	18 Jan 2027	22 Jan 2027	**£3,150.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,250.-**
Frankfurt Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,650.-**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,450.-**
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,250.-**
Rome Confirmed dates	22 Feb 2027	26 Feb 2027	**£2,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**£1,250.–**
Paris Confirmed dates	1 Mar 2027	5 Mar 2027	**£2,860.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,250.–**
Istanbul Confirmed dates	15 Mar 2027	19 Mar 2027	**£2,650.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.–**
Amsterdam Confirmed dates	5 Apr 2027	9 Apr 2027	**£2,540.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,250.–**
Singapore Confirmed dates	19 Apr 2027	23 Apr 2027	**£2,820.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Cape Town Confirmed dates	26 Apr 2027	30 Apr 2027	**£1,890.–**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**£1,250.–**
London Confirmed dates	3 May 2027	7 May 2027	**£2,450.–**
Online Confirmed dates	3 May 2027	7 May 2027	**£1,250.–**
Dubai Confirmed dates	17 May 2027	21 May 2027	**£3,150.–**
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.–**
Frankfurt Confirmed dates	7 Jun 2027	11 Jun 2027	**£2,650.–**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,450.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.-**
Barcelona Confirmed dates	28 Jun 2027	2 Jul 2027	**£2,840.-**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**£1,250.-**
Paris Confirmed dates	5 Jul 2027	9 Jul 2027	**£2,860.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**£1,250.-**
Istanbul Confirmed dates	19 Jul 2027	23 Jul 2027	**£2,650.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.-**
Amsterdam Confirmed dates	2 Aug 2027	6 Aug 2027	**£2,540.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,250.-**



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Dates, venues and fees (continued)

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Singapore Confirmed dates	16 Aug 2027	20 Aug 2027	**£2,820.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
Cape Town Confirmed dates	30 Aug 2027	3 Sept 2027	**£1,890.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**£1,250.-**
London Confirmed dates	6 Sept 2027	10 Sept 2027	**£2,450.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Dubai Confirmed dates	20 Sept 2027	24 Sept 2027	**£3,150.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
Frankfurt Confirmed dates	4 Oct 2027	8 Oct 2027	**£2,650.-**



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Dates, venues and fees (continued)

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Online Confirmed dates	4 Oct 2027	8 Oct 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,450.–**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,250.–**
Paris Confirmed dates	1 Nov 2027	5 Nov 2027	**£2,860.–**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,250.–**
Rome Confirmed dates	8 Nov 2027	12 Nov 2027	**£2,450.–**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**£1,250.–**
Istanbul Confirmed dates	15 Nov 2027	19 Nov 2027	**£2,650.–**
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Dates, venues and fees (continued)

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Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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View the latest course details online