

Steps toward equity compliance - using job profiling methods



WORKSHOP OBJECTIVES

Learn the principles and practices of job profiling to be able to accurately band jobs and align employment equity implementation processes with the Codes of Good Practice to ensure compliance

TARGET AUDIENCE: Human Resources Practitioners

WORKSHOP OUTCOMES

- ▶ To know the difference between job grading and job profiling;
- ▶ Grade the jobs to align the bands with employment equity requirements;
- ▶ Analyse and construct comprehensive job profiles to support the business in their quest for high performance and productive employees;
- ▶ Provide support services to the organisation that ultimately impacts on the successful achievement of employment equity planning and reporting

AGENDA

Day 1

- ▶ Introduction and overview to Job Grading and Job Profiling
- ▶ Job Evaluation Principles
- ▶ Guidelines for Job Banding
- ▶ Employment Equity compliance
- ▶ Exercises to Band Jobs Accurately

Day 2

- ▶ How to commence writing a Job Profile.
- ▶ Approaches and Research methods to Job Profiling
- ▶ The Key Principles involved in Job Profiling
- ▶ Structuring the Job Profile to meet Employment Equity requirements

Cost: R 5 500.00 per person for the 2 Day Workshop payable in advance on receipt of invoice. 5% discount for 3 + delegates.

Dates: 10th and 11th October – Riversands Incubation Hub, Riversands, Johannesburg.

Cancellation Fees

In the event of training workshops being agreed and booked and then cancelled or postponed, the following penalties apply:

- Ten working days' notice – no cancellation fee;
- Five to ten days' notice – 50% fees to be levied;
- Less than five days' notice – full fees to be levied.

Smart Moves reserves the right to re-negotiate these fees with the client if the circumstances warrants, e.g. no costs were incurred by the cancellation, consultants who were booked can engage in other work, etc. but this in no way negates the above clause.

