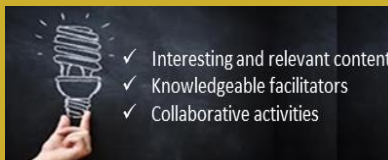


Job Design and Evaluation Training

Learning Methodology

All our training courses are designed to fully engage the participants by maximising active learning opportunities. This allows participants to better identify with, and come to a deeper understanding of, the subject matter.

Several elements are involved in active learning. Developing strategies to target these elements forms an essential part of our training design.



We work closely with you to ensure that our courses are tailored to be relevant to your employees. This includes course duration, learning outcomes and course content.

Collaborative activities include discussion, case studies, group problem solving and skills practice.

Aim

Price Consulting has been providing this service to the WA Public Sector for over 17 years. The course aims to provide an understanding of:

- organisation and job design principles;
- the elements of effective position descriptions;
- the Commissioner's Instruction relating to classification of positions;
- the BI/PERS job assessment system;
- the essential components of a classification report.

The course is delivered in-house for your organisation and will enhance participant's ability to work effectively with WA Public Sector classification processes.

The course will be tailored to include your organisation's classification policies and templates so that participants will be able to confidently apply their learnings in the workplace.



Training rationale

All jobs are evaluated from time to time to ensure that they are aligned to organisational outcomes and that employees are remunerated fairly with respect to the skills and capabilities required. It is important that jobs within teams are well aligned and that there is a good fit between an employee and their job - these factors both contribute to team productivity and employee motivation.

The training modules outlined on the next page are underpinned by recognised job design principles, the Public Sector Commission's Capability Frameworks and Approved Procedure 1. Accordingly, we provide sound direction to agencies on issues concerning the description and classification of jobs up to and including level 8.

Who could attend?

This training is suitable for all human resource employees, and officers involved in organisational restructure. We will work with the organisation to select the most effective approach for their needs.

Feedback from previous participants:

"Well presented course with relevant course material. Presenter was polite, friendly and knowledgeable on course content with adequate experience in field."

"Excellent session. Liked the way the discussion flowed and we were able to look at real life situations. Suited my own style of learning. Thank you."

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Job Design and Classification Training

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Training options:

This training is offered in modules that can be added or omitted depending upon the target audience, and can range from a ½ day session to 1½ days.

For example:

- General HR Officers- Position Descriptions and Classification Basics modules.
- Classification Consultants - All four modules with optional follow-up support.

Position descriptions

(2 hours)

Understanding key elements, and how they add value to position holders, line managers, recruiters and classification consultants.

Job design

(3 hours)

Understanding principles such as reporting distance, optimal team sizes, position scope, clarity of relationships, building career paths within functions.

Classification basics

(1 hour)

An overview of the BI/PERS job evaluation system including an explanation of the 10 elements used to evaluate work value.

Job analysis

(3 hours)

Practitioner training on using the BI/PERS system and preparing a classification report that includes all requirements expected by the PSC.

(Classification basics is a prerequisite for this module)

Course Materials

All participants will receive comprehensive course notes for future reference.

Follow up coaching and support

Regular 1-2 hour sessions scheduled fortnightly or monthly to discuss tricky classification and job design issues that have arisen since training.



Price Consulting Group

WA owned and operated, Price Consulting Group has been providing management and human resource consulting services to government, corporate and private organisations for over 17 years. One of our areas of speciality is organisational and business reviews.

We are committed to helping organisations achieve greater results and success through effective strategic and HR management. Our aim is to develop a strong partnership with you so we can understand your organisation and provide cost-effective and innovative solutions that meet your unique needs.

We have a team of highly skilled and experienced Consultants who bring their knowledge and passion for their work into your organisation. We carefully match Consultants to work assignments so that you will have the benefit of dealing with an industry expert – no matter how large or small your team, you will be treated like a 'big fish in a small pond'.

OUR SERVICES

Improving Productivity and Performance

- ◆ Strategic & business planning
- ◆ Change management
- ◆ HR & workforce planning & policy
- ◆ Organisational review & development
- ◆ Restructures, job design & work evaluation
- ◆ Business & performance reviews
- ◆ Employer branding
- ◆ Attraction & retention strategies
- ◆ Recruitment & executive search
- ◆ Training, facilitation & workshops
- ◆ Employee relations

Contact us to discuss your needs and for a comprehensive quote on (08) 9261 7738 or info@priceconsulting.com.au