

Training
Course

Modern Approaches to Job Classification and Social Benefits Management

Course Plan

Introduction

In today's dynamic and competitive labor market, modern organizations must adopt systematic and transparent methods for job classification and social benefits management. Effective job classification ensures internal equity, fair compensation, and clear career paths, while efficient social benefits management enhances employee satisfaction, retention, and compliance with labor and social security laws.

This course equips participants with advanced methodologies, analytical tools, and best practices to design, implement, and manage modern job classification systems integrated with comprehensive social benefits programs.

Course Objectives:

- ✓ Understand the principles and objectives of modern job classification systems.
- ✓ Develop job descriptions and evaluation frameworks aligned with organizational goals.
- ✓ Apply grading and compensation models based on job value and market competitiveness.
- ✓ Integrate social benefits planning into HR and compensation strategies.
- ✓ Ensure compliance with labor laws, social security regulations, and organizational policies.

- ✓ Use data analytics and digital tools for job evaluation and benefits administration.
- ✓ Enhance fairness, transparency, and employee engagement through modern HR structures.

Who Should Attend?

- HR Managers and Compensation Specialists
- Job Evaluation and Classification Officers
- Job Evaluation & Social Security Controllers
- Social Security and Benefits Administrators
- Payroll and Compliance Officers
- Organizational Development and Planning Professionals
- Public Sector HR and Policy Officers

Training Methods:

- ✓ Online Video material.
- ✓ Presentation.
- ✓ Live Interactive sessions.
- ✓ Course presenter will make extensive use of all tools that will be needed for the virtual environment.
- ✓ Questions & Answers

Course Outline:

Day One

- Introduction to Job Classification and Social Benefits Management
- Evolution of Job Evaluation and Modern HR Trends
- Objectives and Importance of Job Classification Systems
- Understanding Job Roles, Families, and Competency Frameworks
- Methods of Job Evaluation: Analytical and Non-Analytical Approaches

Day Two

- Developing Job Descriptions and Specifications
- Job Grading Systems: Point Factor, Ranking, and Classification Models
- Linking Job Classification to Pay and Compensation Structures
- Market Benchmarking and Salary Surveys
- Legal and Regulatory Frameworks in Job Classification

Day Three

- Introduction to Social Benefits: Concept and Scope
- Types of Social Benefits: Statutory vs. Voluntary
- Integration of Social Benefits into Total Rewards Systems
- Managing Social Security Contributions and Compliance
- Benefits Communication and Employee Awareness Strategies

Day Four

- Digital Transformation in Job Evaluation and Benefits Management
- Data Management and Reporting for HR and Compliance
- Fairness, Transparency, and Gender Equity in Pay Systems
- Auditing and Monitoring Job Classification Programs
- Handling Job Reclassification and Role Changes

Day Five

- Designing Flexible Benefits and Well-being Programs
- Aligning Benefits with Organizational Strategy and Culture
- Global Best Practices in Job Classification and Benefits Management
- Case Studies: Successful HR and Benefits Integration Models
- Developing an Implementation Plan for Job and Benefits Systems

Training Details

Course Duration	5 Days
Pre-Schedule	21 – 25 Dec 2025
Venue	Doubletree By Hilton Abu Dhabi Yas Island Residences
Training Fees Per Person	KWD 1400 (One Thousand Four Hundred Only)
Course Fees Include	✓ Tuition documentation ✓ Curriculum and Training Handout ✓ Five star Lunch ✓ Completion Certificates ✓ Lunch Included