



## *Demystifying Job Evaluations for Small Businesses – H.R. Seminar*

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Farmers' Mutual is pleased to offer a new H.R. seminar to broker principals designed to further develop their people management skills within their offices. This course is designed to start building a foundation for many areas within the employee life cycle, as a job description should be the most sought after employee tool when making changes in your business or planning for the future. Participants will learn what should be included in a job description, how to properly write a job description, and review how the job descriptions can be used in your decision making process. Different evaluation systems will be discussed in detail. Key legislation pertaining to Pay Equity will be reviewed to keep employers up to date. This course involves a combination of lecture and participatory activities with active involvement required due to the condensed format we are providing.

Topics include:

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| What is the purpose of job descriptions? <ul style="list-style-type: none"><li>• Review of pertinent employee life cycle areas</li><li>• Ex: recruitment, career planning, compensation</li></ul>    |
| What are the components of job descriptions? <ul style="list-style-type: none"><li>• Key requirements</li><li>• Approaches and layout options</li><li>• Job description toolkit</li></ul>            |
| BREAK  |
| What are the components of job descriptions? <ul style="list-style-type: none"><li>• Job description toolkit continued</li></ul>   |
| Job Evaluation Systems <ul style="list-style-type: none"><li>• Systems overview and analysis for your business</li><li>• Process involved for each system</li><li>• Outcomes of evaluation</li></ul> |
| Questions & Answer period  |