Job Analysis and Job Description Techniques

Website: www.btsconsultant.com

Email: info@btsconsultant.com

Telephone: 00971-2-6452630

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Introduction:

Establishing and managing a framework for job analysis and understanding all the roles in an organization and describing those roles through either job profiles or job descriptions is one of the critical cornerstones of any HR department, and it is crucial to design and define the right job roles that support the organization's goals and business objectives..

Who Should Attend?

- HR managers
- Supervisors
- Executives
- Anyone involved in HR planning
- Anyone who is or will be responsible for applying job analysis or making job description

Methodology:

This interactive Training will be highly interactive, with opportunities to advance your opinions and ideas and will include;

- Lectures
- Workshop & Work Presentation
- Case Studies and Practical Exercise
- Videos and General Discussions

Certificate:

BTS attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

Program Objectives:

- Being familiar with different job analysis techniques
- Being able to write competency based job descriptions
- Understanding competencies in terms of what they are and how they are used
- Understanding the importance of job descriptions in the wider context of Human Resources
- Learning how to write job descriptions to cover the wider requirements of Human Resources

Contents:

DAY 1:

- Job evaluation - what it is and where it fits in
- Overview of the job evaluation process
- Questions on job analysis
- Job description terminology

DAY 2:

- Process / Steps
- Job analysis methods
- Issues to consider in job analysis
- Who should carry out the job analysis?

DAY 3:

- Job description components
- Job description guidelines
- Content determined by purpose

DAY 4:

- A sample job description form explained
- Practical - writing job descriptions
- Tools and checklists

DAY 5:

- Types of skills based job descriptions
- The competency
- What does a competency-based job description look like?
- How to identify critical competencies?