



JOB ANALYSIS & Job Description Techniques

Course 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 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.

Course Objectives:

By the end of the program, participants will be able to:

- Demonstrate the importance of job descriptions in the wider context of Human Resources.
- Carry out job analysis to obtain information for the preparation of job descriptions and other purposes.
- Write job descriptions to cover the wider requirements of Human Resources.
- Understand competencies in terms of what they are and how they are used.
- Write competency based job descriptions.

Who Should Attend?

Human Resources professionals working in compensation that need to improve their skills in this field. The program is also suitable for professionals working in other areas of Human Resources who wish to acquire an intimate knowledge of job analysis and job descriptions

Course Outline:

Introduction and Overview

- Main Uses of Job Descriptions
- Job Evaluation - What It Is and Where It Fits in
- An Overview of the Job Evaluation Process
- Some Questions on Job Analysis
- Job Description Terminology

Job Analysis

- Uses of Job Analysis
- Process / Steps
- Job Analysis Methods
- Issues to Consider in Job Analysis
- Who Should Carry Out the Job Analysis?
- Job Analysis Guidelines
- Suggestions for Carrying Out a Job Analysis Interview

- The Do's and Don'ts of Job Analysis
- Practical - Carrying Out Job Analysis Interview

Job Descriptions

- Overview and Uses
- Job Description Components
- Job Description Guidelines
- Content Determined by Purpose
- A Sample Job Description Form Explained
- Practical - Writing Job Descriptions
- Tools and Checklists
- Sample Job Descriptions

Competency-Based Job Descriptions

- Skill Based Job Descriptions - Why Use Them?
- Types of Skill Based Job Descriptions
- What Is a Competency?
- What Does a Competency-Based Job Description Look Like?
- How to Identify Critical Competencies?
- Summary

Frequently Asked Questions

- Answers to Questions on Job Analysis and Job Description You Never Knew You Had

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

