Job Analysis and Description Skills

Course Outline
Training Program Description

Being able to determine the critical skills, knowledge and experience necessary to perform a particular job offers considerable advantage to all organizations.

Through the trainer’s expertise and practical knowledge, you will be able to define the key concepts associated with Job Analysis and you will be able to:
- Explain the role of job analysis and the organization
- Describe four job analysis methods
- Describe the advantages and disadvantages of job analysis interviews
- Detail three types of job observation
- Implement a Critical Incident Technique
- Understand how to implement a Position Analysis Questionnaire
- Critically evaluate job analysis techniques

This Training Program is designed for

Human Resources professionals working in compensation who 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 the job analysis processes.

The Learning Model

The trainer uses up-to-date training techniques and a variety of training methods, to give all participants the best opportunities for learning, including:
- Class Session
- Group Discussions
- Simulations exercises
- Case studies and Problem Solving Exercises
- Individual assignments
- Templates and tools
Course Duration

14 Training Hours

Training Program Outline

Job Analysis and The Organization
- What is a Job Analysis
- Why are Job Analyses Important
- Application
- Job Design and Classification
- Selection Process
- Worker Mobility
- Training and Development
- Compensation
- Performance Management

Detailed Job Analysis Methods
- Interviews
- Observation
- Critical Incident Technique
- Position Analysis Questionnaire

Data Collected
- Duties and Tasks
- Relationships and Requirements
- Tools and Equipment
- Environment

Assessing Job Analysis Methods
- Key Criteria