

TRAINING HIGHLIGHT:

JOB ANALYSIS (JA) - DESIGNING & DESCRIBING WORK

**PURPOSE:**

To provide participants with the process and structure for analysis and describing jobs in a consistent manner that enhances clarity and encourages employee engagement.

LEARNING OUTCOMES:

After attending this course the participant will:

- Analyse your organisation to identify the purpose and accountability of specific jobs
- Clarify job requirements and better understand your organisation
- Write position descriptions and determine a format that is most appropriate for your organisation
- Share the benefits of maintaining up-to-date position descriptions with others in your organisation

COURSE CONTENT:

The topics this course include:

- Identifying purpose and accountabilities of each job
- Standard format/structure of describing jobs as per the job requirement
- Writing Job Descriptions that suits the nature of your organisation
- Benefits of maintaining up-to-date job position descriptions

TEACHING & LEARNING STRATEGIES:

Formal presentations, group and individual classroom exercises on the actual job analysis, designing and describing work using the existing Job Descriptions.

K1,980.00 + 10% GST**2 DAYS****GREAT FOR:**

- HR Officers
- HR Supervisors
- HR Managers
- Line Managers

CERTIFICATE AWARD:

- After successful completion of this program and passing set assignments, you will receive a **Certificate of Attainment**
- Those who do not successfully complete the course and passing set assignments, will be issued only with a **Certificate of Attendance**

**About Concept Group**

We are HR specialists with loyal clients, passionate about helping Papua New Guinean companies become more successful, by helping them better manage the people within it.

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