MERCURY

Organizational Structure And Job Codes Training Course

3 – 7 January 2027
Kuala Lumpur (Malaysia)



Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
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Ref: 15244_1084556 **Date:** 3 – 7 January 2027 **Location:** Kuala Lumpur (Malaysia) **Fees:** 4600 Euro

Introduction:

This organizational structure and job codes course will provide you with the information and guidance to design and define job roles and critical accountabilities of each job to support your organization's structure and business goals.

Understanding a company's organizational structure and appropriate job codes is crucial for maintaining clarity regarding employee roles and responsibilities. This training aims to elucidate these components and demonstrate their significance in achieving organizational goals.

This course marries the intricacies of organizational structure and job description, offering participants a holistic view of the construction and communication of managerial roles. By integrating concepts like job codes and the broader organizational framework, this training prepares professionals to create, evaluate, and manage the structure that drives success.

What is Organizational Structure?

Before delving deeper into the organizational structure and job codes course, comprehending an organizational structure's definition is essential. It is the system by which job tasks are formally divided, grouped, and coordinated within an organization. This initial understanding serves as the foundation for the entire organizational structure training.

Targeted Groups:

- Human Resources professionals.
- Managers, Supervisors, and Team Leaders.
- Human Resources Staff.
- Employees in all departments.

Course Objectives

At the end of this organizational structure and job codes course, the participants will be able to:

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- Explain the primary uses of job descriptions.
- Link the evaluation of roles to compensation strategies.
- Understand how job evaluation is relevant to compensation.
- Gain an overview of the job evaluation process.
- Appreciate why job descriptions are critical to job evaluation.
- Engage with some prevailing questions on job analysis.
- Accurately delineate responsibilities within job descriptions.
- Utilize job description terminology effectively.

Targeted Competencies:

Upon the end of this organizational structure and job codes training, the participant's competencies will:

- Job Analysis Part 1 - Purpose and Methods.
- Job Analysis Part 2 - Information and Approach.
- Detailed understanding of Job Descriptions.
- Crafting Competency-Based Job Descriptions.

Course Content:

Unit 1: Job Analysis Part 1 - Purpose and Methods

- Uses of Job Analysis.
- Job Analysis Methods.
- Determine the appropriate method based on information requirements.
- Steps in the process of job analysis.
- Explain the ICTD Job Analysis Form.

Unit 2: Job Analysis Part 2 - Information and Approach:

- Identify reliable sources of information about jobs.
- Considerations in job analysis.
- Conduct job analysis interviews.
- Preparation for job analysis interviews.
- Job Analysis Guidelines.
- Tips for conducting a successful job analysis interview.
- Dos and Don'ts of Job Analysis.
- Practical exercises on job analysis interviews.
- Reflect on feedback and the role of job analysis.

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Unit 3: Job Descriptions:

- The overview and uses of job descriptions.
- Essential components of job descriptions.
- Distinguish between authority and responsibility.
- Guidelines for creating compelling job descriptions.
- Determine content based on the purpose of the job description.
- Utilize an ICTD Job Description Form.
- Hands-on practice in writing job descriptions.
- A comprehensive glossary of terms.
- Relevant tools and checklists.
- Examples of job descriptions and their maintenance.

Unit 4: Competency-Based Job Descriptions

- The transition to skill-based job descriptions.
- Different types of skill-based descriptions.
- A clear definition of competency.
- The development and use of competency-based job descriptions.
- Identify and define critical competencies for roles.