MERCURY

Modern Skills in Developing Job Description, Organizational Structure, & Performance Plans

29 August – 2 September 2027
Kuala Lumpur (Malaysia)



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Ref: 15065_267663 **Date:** 29 August – 2 September 2027 **Location:** Kuala Lumpur (Malaysia) **Fees:** 4600 Euro

Introduction:

Participants in this Modern Skills in Developing a Job Description, Organizational Structure, and Performance Plans course are poised to delve into the dynamic realm of modern organizational structure design and explore various contemporary organizational structures.

This comprehensive program on modern job descriptions, organizational structure, and performance plans emphasizes understanding the nuances of modern job descriptions and honing the skills necessary for crafting them effectively. Additionally, participants will master the art of developing performance improvement plans, focusing on creating strategies that lead to effective performance outcomes.

Throughout the modern job description, organizational structure, and performance plans course, special attention is given to developing organizational structures tailored to the demands of today's fast-paced business environment, including those specific to training, development, and HR functions. As we navigate the intricacies of modern skills, participants will uncover the pivotal role HR plays in shaping job descriptions and organizational structures to drive organizational success.

Developing Modern Job Descriptions, Organizational Structure, and Performance Plans:

The course of modern job descriptions, organizational structure, and performance plans comprehensively explores contemporary workforce management practices. Participants delve into modern organizational structure design, mastering various frameworks to enhance collaboration and efficiency. They learn to craft impactful job descriptions tailored to attract top talent and align with strategic goals.

Additionally, participants develop skills in creating effective performance improvement plans, driving continuous growth and productivity. The emphasis is on HR's pivotal role in shaping job descriptions and organizational structures. This course equips participants with modern skills vital for success in today's dynamic business landscape.

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Targeted Groups:

- HR Personnel.
- Managers/Supervisors.
- Training and Development Specialists.
- Organizational Leaders.
- New Entrants to Workforce Management.
- Human Resources HR Personnel.
- Middle and Senior Managers.
- Training and Development Specialists.
- Executives and Organizational Leaders.
- Entry-Level-Professionals in Workforce Management.

Course Objectives:

At the end of this modern job description, organizational structure, and performance plans course, the participants will be able to:

- Understand the principles and importance of modern job descriptions in aligning with organizational goals and attracting top talent.
- Explore various modern organizational structures and their impact on team dynamics and performance.
- Learn techniques for developing clear, concise, and effective job descriptions that resonate with current workforce trends.
- Gain insights into designing organizational structures that promote agility, collaboration, and innovation in today's fast-paced business environment.
- Develop skills in creating performance improvement plans that address individual and team performance gaps while enhancing overall organizational productivity.
- Understand the role of performance plans in driving employee engagement, motivation, and retention.
- Learn best practices for aligning job descriptions, organizational structure, and performance plans to support growth and development.

Targeted Competencies:

By the end of this modern job description, organizational structure, and performance plans training, the participant's competencies will be able to:

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- Job Description Writing.
- Organizational Structure Design.
- Performance Plan Development.
- Strategic Thinking.
- Communication Skills.
- Analytical Skills.
- Adaptability.
- Leadership.

Course Content:

Unit 1: Fundamentals of Modern Job Descriptions:

- Overview of job description importance in modern workplaces.
- Components of effective job descriptions: roles, responsibilities, qualifications, and expectations.
- Techniques for writing clear and concise job descriptions that attract top talent.
- Incorporating diversity, equity, and inclusion principles into job descriptions.
- Case studies and examples of modern job descriptions across various industries.

Unit 2: Exploring Modern Organizational Structures:

- Introduction to different modern organizational structures: flat, matrix, and agile.
- Understanding the advantages and disadvantages of each organizational structure.
- Strategies for designing and implementing adaptable and flexible organizational structures.
- Integration of technology and remote work considerations into organizational structure design.
- Real-world examples of organizations successfully implementing modern organizational structures.

Unit 3: Developing Effective Performance Plans:

- Importance of performance plans in driving individual and organizational success.
- Identifying key performance indicators KPIs and setting measurable goals.
- Techniques for providing constructive feedback and coaching for performance improvement.
- Creating personalized performance improvement plans for employees at different levels.
- Monitoring and evaluating the effectiveness of performance plans to drive continuous improvement.

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Unit 4: Aligning Job Descriptions, Organizational Structure, and Performance Plans:

- Strategies for aligning job descriptions with organizational structure and goals.
- Integrating performance expectations from job descriptions into performance plans.
- Adjusting organizational structure to support performance goals and initiatives.
- Leveraging performance data to inform adjustments to job descriptions and organizational structure.
- Case studies illustrate the successful alignment of job descriptions, organizational structure, and performance plans.

Unit 5: Advanced Topics in Workforce Management:

- Emerging trends and innovations in job description writing, organizational structure design, and performance planning.
- Addressing challenges and barriers to implementing modern workforce management practices.
- Strategies for fostering a culture of continuous improvement and adaptability in workforce management.
- The role of HR in driving organizational change is related to job descriptions, organizational structure, and performance plans.
- Opportunities for further professional development and specialization in modern workforce management practices.

Conclusion:

The modern job descriptions, organizational structure, and performance Plans course equips participants with essential skills and insights to thrive in today's dynamic workplace. By delving into modern organizational structure design and various types of modern organizational structures, participants understand how to develop agile and adaptable frameworks that support organizational goals.

Moreover, mastering modern job descriptions enables participants to attract top talent and align individual roles with overarching organizational objectives. Additionally, by learning effective techniques for developing performance improvement plans, participants are empowered to drive individual and team success while enhancing overall organizational performance.

Throughout the modern job description, organizational structure, and performance plans course, emphasis is on the pivotal role of HR in shaping job descriptions and organizational structures to foster growth and development. By honing these modern skills, participants can make a meaningful impact in their respective roles and contribute to the success of their organizations in today's competitive landscape.