



## Organizational Structure And Job Codes



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## Introduction:

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

## Targeted Groups:

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

## Course Objectives:

**At the end of this course the participants will be able to:**

- Main Uses of Job Descriptions.
- The Linkage of Evaluation to Compensation.
- How is Job Evaluation Relevant to Compensation?.
- An Overview of the Job Evaluation Process.
- Why Are Job Descriptions Important to Job Evaluation?.
- Some Questions on Job Analysis.
- Responsibilities - Job Descriptions.
- Job Description Terminology.

## Targeted Competencies:

- Job Analysis Part 1 - Purpose and Methods.
- Job Analysis Part 2 - Information and Approach.
- Job Descriptions.
- Competency-Based Job Descriptions.

## Course Content:

### Unit 1: Job Analysis Part 1 - Purpose and Methods:

- Uses of Job Analysis
- Job Analysis Methods
- How Information Requirements Determine the Method
- Process/Steps
- Job Analysis Forms - The ICTD Form Explained

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

- Sources of Information on Jobs
- Issues to Consider in Job Analysis
- Job Analysis Interviews
- Preparing for the Job Analysis Interview
- Job Analysis Guidelines
- Suggestions for Carrying Out a Job Analysis Interview
- The Dos and Don'ts of Job Analysis
- Practical - Demonstrating the Job Analysis Interview
- Practical - Carrying Out the Job Analysis Interview
- Feedback and Recap On Job Analysis

### **Unit 3: Job Descriptions:**

- Overview and Uses
- Job Description Components
- The Difference between Authority and Responsibility
- Job Description Guidelines
- Content Determined by Purpose
- A ICTD Job Description Form Explained
- Practical - Writing Job Descriptions
- A Glossary of Terms Used
- Tools and Checklists
- Sample Job Descriptions
- Maintenance of Job Descriptions

### **Unit 4: Competency-Based Job Descriptions:**

- Skill-Based Job Descriptions
- Types of Skill-Based Job Descriptions
- Definition of a Competency
- Competency-Based Job Descriptions
- Identifying Critical Competencies