



Organizational Structure And Job Codes

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:

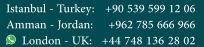
- Job Analysis Part 1 Purpose and Methods.
- Job Analysis Part 2 Information and Approach.
- Job Descriptions.
- Competency-Based Job Descriptions.

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