

€ TRAINING

Development of Job description



16 - 27 December 2024
Kuala Lumpur (Malaysia)



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REF: M2331 DATE: 16 - 27 December 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 7950 Euro

Introduction:

This comprehensive training program is designed to equip participants with the essential skills and knowledge required to effectively create accurate and compelling job descriptions. Crafting clear and concise job descriptions is a critical aspect of modern workforce management, contributing to successful recruitment, employee performance, and organizational growth.

Program Objectives:

At the end of this program, the participants will be able to:

- Understand the importance of well-defined job descriptions in organizational success.
- Learn the key components of a job description and their significance.
- Develop the skills to write accurate, comprehensive, and engaging job descriptions.
- Recognize the legal and ethical considerations in job description development.
- Explore techniques for job analysis and gathering relevant information.
- Understand the connection between job descriptions and performance evaluations.
- Gain insights into the role of job descriptions in fostering effective communication between employees and management.

Targeted Audience:

- Human Resources professionals responsible for creating job descriptions.
- Managers and team leaders involved in defining roles and responsibilities.
- Small business owners looking to enhance their recruitment and talent management processes.
- Anyone interested in improving their understanding of job descriptions and their impact on organizational success.

Program Outlines:

Unit 1:

Introduction to Job Descriptions:

- Importance of job descriptions in HR and organizational contexts.
- Role of job descriptions in employee recruitment, performance management, and legal compliance.

Unit 2:

Fundamentals of Job Descriptions:

- Key components of a job description: title, summary, duties, qualifications, and expectations.
- Understanding the purpose and impact of each component.

Unit 3:

Job Analysis Techniques:

- Methods for conducting job analysis: interviews, observations, questionnaires, and task analysis.
- Collecting and analyzing data to accurately define job roles and responsibilities.

Unit 4:

Writing Clear and Concise Job Descriptions:

- Effective communication principles in job description writing.
- Avoiding jargon and using language that resonates with candidates and employees.

Unit 5:

Legal and Ethical Considerations:

- Equal Employment Opportunity EEO compliance in job descriptions.
- Addressing diversity and inclusion in job descriptions.

Unit 6:

Tailoring for Recruitment and Performance Management:

- Aligning job descriptions with recruitment strategies.
- Linking job descriptions to performance evaluation and development plans.

Unit 7:



Role in Employee Engagement and Career Growth:

- How job clarity impacts employee satisfaction and engagement.
- Using job descriptions to facilitate career pathing and growth discussions.

Unit 8:

Practical Workshop - Crafting Effective Job Descriptions Part 1:

- Guided hands-on session to begin creating a sample job description.
- Instructor feedback and group discussions.

Unit 9:

Practical Workshop - Crafting Effective Job Descriptions Part 2:

- Continuing the guided session to refine and complete the sample job description.
- Peer review and feedback.

Unit 10:

Review, Q&A, and Future Applications:

- Review of key concepts and takeaways from the course.
- Open Q&A session for participants.
- Exploring advanced applications of job descriptions in evolving HR landscapes.