


€ TRAINING

Certified Job Analyst

A group of four smiling professionals (three men and one woman) in a meeting setting. The woman in the foreground is wearing a black top and a multi-strand necklace. The men are wearing white shirts. They are all looking towards the camera with pleasant expressions. The background is a blurred office environment.

19 - 23 January 2025
Manama (Bahrain)
Fraser Suites Seef Bahrain



Certified Job Analyst

REF: H209 DATE: 19 - 23 January 2025 Venue: Manama (Bahrain) - Fraser Suites Seef Bahrain Fee: 4475 Euro

Introduction:

This program is designed to prepare participants for the certification exam only.

This training program provides in-depth knowledge and practical skills in job analysis, essential for developing accurate job descriptions, specifications, and classifications. It empowers participants to optimize workforce planning, recruitment, and performance management through effective job analysis.

Program Objectives:

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

- Understand the principles and importance of job analysis.
- Develop and implement job descriptions and specifications.
- Utilize job analysis for effective recruitment and selection.
- Integrate job analysis into performance management systems.
- Prepare for the certification exam.

Targeted Audience:

- HR Professionals.
- Recruitment Specialists.
- Workforce Planners.
- Compensation Analysts.
- Organizational Development Specialists.

Program Outline:

Unit 1:

Introduction to Job Analysis:

- Definition and purpose of job analysis.
- The role of job analysis in HRM.

- Key concepts: job descriptions, job specifications, and job classifications.
- Job analysis methods and techniques.
- The legal implications of job analysis.

Unit 2:

Conducting Job Analysis:

- Steps in conducting a job analysis.
- Data collection methods: interviews, questionnaires, and observations.
- Analyzing and documenting job information.
- Developing job descriptions and job specifications.
- Tools and technologies for job analysis.

Unit 3:

Job Analysis for Recruitment and Selection:

- Using job analysis to create accurate job advertisements.
- Linking job analysis to candidate selection criteria.
- Developing competency models based on job analysis.
- Assessing candidate fit through job analysis.
- Best practices in job-related assessments.

Unit 4:

Job Analysis and Performance Management:

- Integrating job analysis into performance appraisals.
- Defining performance standards through job analysis.
- Using job analysis to identify training needs.
- Developing performance improvement plans.
- Case studies on job analysis in performance management.



Unit 5:

Job Evaluation and Compensation:

- The relationship between job analysis and job evaluation.
- Techniques for evaluating job worth.
- Developing compensation structures based on job analysis.
- Ensuring internal equity and external competitiveness.
- Challenges and solutions in job evaluation.
- Prepare for the certification exam.

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