


€ 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 is designed to equip participants with the skills and knowledge needed in the job analysis field. It covers key concepts, methodologies, and tools used in job analysis, leading to improved job design and workforce effectiveness.

Program Objectives:

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

- Gain a comprehensive understanding of job analysis concepts, methodologies, and their significance in HR practices.
- Develop skills in various job analysis methodologies to effectively gather and analyze job-related data.
- Create clear and comprehensive job descriptions and specifications.
- Utilize job analysis findings to enhance recruitment, training, performance appraisal, and compensation strategies.
- Prepare for the Certification exam.

Target Audience:

- HR professionals and specialists.
- Talent acquisition and recruitment teams.
- Training and development coordinators.
- Organizational development practitioners.

Program Outline:

Unit 1:

Introduction to Job Analysis:

- Understanding the purpose and importance of job analysis.
- Overview of job analysis methodologies e.g., interviews, surveys, observations.

- Differentiating between job analysis and job evaluation.
- Legal implications and compliance in job analysis.
- How to identify Key stakeholders in the job analysis process.
- Case studies illustrating successful job analysis.

Unit 2:

Job Analysis Methodologies:

- Detailed exploration of qualitative and quantitative methods.
- How to conduct effective job interviews and focus groups.
- Utilizing questionnaires and surveys for data collection.
- Observation techniques for analyzing job tasks.
- Analyzing job performance metrics and productivity.
- Selecting the appropriate methodology for different job types.

Unit 3:

Job Documentation and Analysis:

- Techniques for creating comprehensive job descriptions and specifications.
- Importance of job competency models and their development.
- Techniques for documenting job tasks and responsibilities.
- Tools for standardizing job analysis documentation.
- Assessing job requirements against organizational needs.
- Strategies for maintaining and updating job records.

Unit 4:

Applying Job Analysis for HR Practices:

- Leveraging job analysis in recruitment and selection processes.
- The role of job analysis in training and development.
- How to design performance appraisal systems based on job analysis.

- Using job analysis for compensation and benefits alignment.
- Job analysis in workforce planning and organizational development.
- Evaluating the effectiveness of job analysis in HR practices.

Unit 5:

Exam Preparation:

- Review of key concepts and skills.
- Sample exam questions and their potential answers.
- Exam format and structure overview.
- Resources for further study and practice.

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