

Course Title: Developing Effective Job Descriptions

Synopsis

Job descriptions are written statements that describe the duties, responsibilities, required qualifications, and reporting relationships of any particular job in an organisation. If properly composed, it will give clarity to why the job exists, what is the purpose of the position and what is expected from the job holder. They provide an opportunity for the organisation to communicate clearly its direction and they tell employees where they fit inside the overall scheme of things.

Job Descriptions is also a necessary and key tool used to evaluate a job role to determine the monetary worth of each job. It is also a good aid in the recruitment process to give potential employees a good overview of the job content and expectation. It allows candidates to think about their own abilities or skill sets and assess whether these fit with the job they have applied for.

One of the common reasons for employee turnover is dissatisfaction due to unclear job functions or demarcation. Having well-written Job Descriptions will help highlight job disparities, duplication of accountabilities and pay imbalance if any. Whether in a small business or a large multinational organisation, well-composed job descriptions will help managers monitor and navigate employees' performance to ensure that they are on track in meeting personal and company goals.

If they are effectively developed, job descriptions are communication tools that are significant in any organisation's success. Conversely, with no or poorly written job descriptions, an organisation may experience workplace confusion, impaired communications and employees are unlikely to know what is expected from them and how their efforts fit into the big picture.

Objectives:

After this 1-day workshop, participants should be able to:

- Explain the purpose and value of having job descriptions.
- Co-relate the link between job descriptions and the organisation's mission, vision and business goals.
- Identify the integral linkages between job description to other HR functions including performance and rewards management, recruitment and selection and learning and development.
- Conduct job analysis as a precursor the developing job descriptions.
- Develop effective job descriptions.
- Link job descriptions to other HR functions.

Outline:

The workshop contents include:

- Introduction and objectives of a job description
- Linkage of job descriptions to other HR functions
- Conduct of Job Analysis
 - How to define the Job Purpose
 - The difference between duties and accountabilities
 - How to size a job to aid in the job evaluation process
 - How to identify the dynamics of each job and therefore making each job uniquely different from another.
 - The structure required in a Job Description and its importance
- Methods to develop job and person specifications
- Job description as fair employment practice
- Legal implications

Learning Methodology:

To anchor the learning and winning behaviour, the workshop incorporates:

1. Interactive delivery of learning materials
2. Applicable industry best practices
3. Case studies and videos
4. Group discussions
5. Sharing of experiences
6. Practical exercises

Who Should Attend:

HR Managers, Front Line Managers, Supervisors and those who wish to learn a structured and concise approach to writing job descriptions.

Benefits of Attending this Course:

1. Appreciation of the significance of having an effective job descriptions and its linkage to an organisation's mission, vision and business goals;
2. Development of competences to conduct effective job analysis and develop sound job descriptions;
3. Awareness and observance of legal, fair employment practices and guidelines when developing job descriptions; and
4. Familiarity with best practices in developing job descriptions.

Course Duration

1 Day (7 hours)