

Course Title:**Enhancing Job Productivity Through Job Design & Re-Design Strategies****Learning Overview**

Job design is the deciding of a job's key contents, from the duties and responsibilities involved to the systems and procedures followed by the person in that role. The purpose of job design, or redesign, is to optimise the work process and improve productivity. It looks at the key factors which influence job design and at the elements which contribute to its effectiveness. It considers job design as a feature of high performance working and the manager's role in driving engagement through job design. It concludes by looking at understanding and measuring job quality.

Learning Objective

This workshop will address will address the skills and knowledge required with organization members to create and review job profiles as part of manpower planning activities. It covers models, methods and the link between job design and manpower planning activities and how other companies (SMEs and MNCs) have successfully design/redesign jobs and share of best practices, identifying and adopting a contextual job redesign plan that can be applied immediately and improving productivity in a diverse workforce of an organization.

Course Outline:

- What is Job Design/Redesign
- Review of good practices
- Establish the need for Job design ie relevant and useful to organization
- Avoid common pitfalls in implementing job redesign
- Identify possible areas of Job Redesign Plan
- Plan pilot job design project, including timelines, resources, etc to be implemented in organization
- Plan anticipated change readiness program in the organization
- Manage systems and processes of Job-design and to enable workers to function more effectively and to meet organisational goals and objectives
- Review and evaluate Job design systems and processes in accordance with organisational policies
- Develop and establish solutions to gaps and areas of improvement to further enhance organisational systems and processes.
- Consult stakeholders to clarify manpower planning requirements that impact on design of job descriptions
- Document final job descriptions to obtain approval from stakeholders

Delivery Methodology:

Instructional methods will include facilitation, case studies, role-play, hands on practice, discussions presentation, and critique and review of report.

Who Should Attend:

HR Managers including those in people managing roles who are required to enhance employee efficiency through job design or re-design to achieve higher productivity in an ever-changing diversified workforce.

Course Duration:

2 Day (14 hours)