



AFRICAN ADVANCED LEVEL TELECOMMUNICATIONS INSTITUTE (AFRALTI)

TRAINING WORKSHOP OUTLINE

Title:	HR - Job Analysis
Dates:	21st - 23rd November 2018
Duration:	2.5 Days

Course Overview:

By implementing and managing a framework for job analysis, understanding all the roles in an organisation and describing them through job profiles, HR professionals directly contribute to building a successful organisational culture and a professional team committed to the company's objectives. A suitable grade and salary structure that supports the needs of the organisation are also part of performance management responsibilities of HR representatives.

This comprehensive training course gives you with key job analysis tools and provide a detailed overview of how to perform a job evaluation, including an introduction to the most commonly used best practice tools.

Target Audience:

This training course is designed for everyone who requires an appreciation or an in-depth knowledge of writing job profiles and job descriptions, and/or an understanding of how to implement a job analysis scheme and develop grade structures underpinned by professional job analysis and job evaluation techniques. This includes staff in all areas of HR, as well as specialists who focus on compensation and benefits, and reward.

Value Proposition:

Participants will be able to undertake through Job Analysis, create clear organizational structures and job descriptions boosting morale of employees, save on outsourcing costs.

Methodology:

Our Training Approach offers a balance of lecture and hands-on exercises to equip participants with the knowledge, skills, and abilities needed to perform the target HR activities on the job. Instructors provide personalized attention and constructive feedback for all participants during training exercises. Instructors share personal experiences and best practices and encourage participants to discuss their own experiences. Finally, in addition to classroom instruction, participants receive printed training materials and job aids.

Workshop Objectives:

Establishing and managing a framework for job analysis, understanding all the roles in an organisation and describing them through job profiles or job descriptions is a component of the HR role. Another is to have a suitable grade and salary structure that supports the needs of the organisation. This course will provide you with key job analysis tools and provide a detailed familiarisation with job evaluation, including an introduction to the most commonly used best-practice approaches.

Workshop Learning Outcomes:

- Increase your business results and staff effectiveness by providing clear job profiles, job descriptions and key accountability statements
- Communicate clearly what is expected of employees and effectively underpin your performance management system
- Align your grade structures to your organisational goals and HR strategy, by learning how to implement an effective job evaluation and grading system
- Implement practical steps which will help you build your new system effectively, taking into consideration the different approaches available and your own organisation's aims

Workshop Contents/Topics:

- Understanding the main components of job analysis
- Establishing a job analysis framework
- How to conduct comprehensive job analysis interviews
- Using job analysis to understand job roles and accountabilities
- Step-by-step guide to developing job descriptions
- Linking job analysis to performance management and competency libraries
- How to communicate results of job analysis to employees
- Using job profiles in other areas of HR
- The role of job evaluations
- Overview of commonly used best-practice proprietary systems of job evaluations

For more information, please contact us on

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