



Define Job Profiles and Develop Competency-Based Job Descriptions

Who should attend:

Directors, Line Managers and Human Resource Managers & HR Consultants

Duration:

1 Day (8 hours)

BE A STEP AHEAD IN DEFINING COMPETENCIES THAT CAN BE ACCOMPLISHED, QUANTIFIED, & MEASURED.

A well written job description serves as a good guide in the process of hiring, orientation and performance management. This training program describes how job analysis is done, how competency-based job descriptions are developed using the DACUM method, what they are used for and the benefits of using it. It includes hands-on practice in job analysis and developing the competency-based job description using prescribed templates which learners can use in their workplace after the course.

LEARNING OUTCOMES

- Define dimensions and types of competency in consultation with stakeholders along with key performance indicators & standards
- Design process of defining a job profile
- Conduct job analysis comprising of critical tasks, duties and responsibilities
- Develop competency-based job description
- Develop and review systems for obtaining feedback from managers and employees regarding the job design process
- Evaluate job descriptions to ensure continued relevancy and identifying any required changes
- Document outcomes of review activities to clarify future enhancements to the job design process



Participants will receive “Certificate of Completion” from CBLD upon completion of the training program.