

Employee Growth- A One Day Course

Job Description Creation

Job Description Creation for Improved Assessment and Development and Job Performance

WHO SHOULD ATTEND?

Personnel in the HR function responsible for HR, any managers and top talent at all levels in the organization responsible for recruitment, selection and development that want to learn or improve their job description creation competency so that they can get the very best results from their leadership, teams and colleagues in pursuit of maximum effectiveness, efficiency and great results.

COURSE DESCRIPTION

Job Descriptions and person specifications are the position contracts for the organisation's structure. Mastery of note taking is vital for individual, team and organizational performance and for future reference that guide and drive business growth.

Job Description Creation is a proven and very practical program aimed at helping the delegate overcome common problems experienced and seen with job description creation including structure, consistency, alignment and simplicity so that each job can be filled with the very suitable talent that are clear of their role within the organization. The program also gives attention on how to avoid some of the common pitfalls in job description creation and how to put this learning into practice back at work. The program takes a holistic view of job description creation and introduces the delegate to the knowledge, skills and attitude required to behave effectively and confidently whilst preparing and issuing any job description in a professional way.

The program is well researched, knowledge-based and designed with the individual learner at the centre of the learning process which means that the course is extremely interactive and practical.

COURSE OBJECTIVES

By the end of this course delegates will be able to:

- ✓ Determine Job Description and associated benefits
- ✓ Determine Person Specifications, competency and competence and their relevance to job descriptions creation and use
- ✓ Identify the a professional structure for a Job Descriptions and Person Specifications
- ✓ Determine how to use Job Descriptions and Person Specifications in the workplace
- ✓ Practice creating Job Descriptions and Person Specifications
- ✓ Practice key skills and techniques learnt before returning to work
- ✓ Produce drive to self-develop in note taking
- ✓ Produce positive impact on the overall performance of each delegate and the organization

COURSE CONTENT

ONE DAY • CREATING A JOB DESCRIPTION

Role profiles, job descriptions and person specifications

- Why have them? What are they used for?
- Who should write them?
- How do they link in with contracts of employment?

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- What's the difference between job descriptions and role profiles or accountability statements?

Key components of job descriptions

- Classic job description structure, strengths & weaknesses
- What style is appropriate for your organisation?
- *Activity - review case studies*
- Job and role analysis, the need to review and update

Legal pitfalls

- Avoiding discrimination
- Varying job descriptions
- Relationship with contracts of employment

Key components of person specifications

- Classic structures, Strengths and weaknesses
- Competency frameworks
- Activity - Review different competences & choose most appropriate for own role

Recruitment and selection

- Using job descriptions and person specifications for recruitment and selection
- Relationship between role profiles and:
 - Application forms
 - Short-listing forms
 - Interview forms
 - Reference request forms
 - Exit interviews

Job evaluation

- What is job evaluation?
- Using job descriptions and person specifications for job evaluation
- Equal Pay Act
- Analytical v non-analytical types of job evaluation

Key Learning Review

- Group discussion and professional feedback to consolidate key learning. Delegates will leave the day with a list of development activities to improve their Job Description creation back at work.

IN ADVANCE

Each delegate will be asked to complete a pre-course questionnaire to determine their individual learning objectives. These will be used by the trainer to give on track training that is focused on the individual learner attending.

The most appropriate training format, content and approach for this course will be discussed with you prior to the start of your course.

ON-TRACK FOR GROWTH

The individual leaves this program with a **Personal Action Plan** to encourage immediate transfer of training to the job.

EVALUATION TO ENSURE CONSISTENT QUALITY

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All our courses are evaluated at Kirkpatrick's Reaction and Learning levels as part of our quality control process as follows:

Level 1- Reaction- Training Course Evaluation Form

This training course evaluation form is used to maintain and improve the standards of our training courses.

Level 2- Learning- Pre and Post Training Test

The test is confidential and used to evaluate our training, **not the delegate**. The results help us answer the question "Did people learn what we wanted them to learn from the training?" This test is run at the beginning and at the end of this training course.

The Whole Thing can help properly position and align all learning and development with business priorities to ensure that effective evaluation is possible. We encourage all our clients to agree measures prior to any intervention so that return on investment (ROI) and process gets attention.

Please contact **The Whole Thing** to explore the many ways that we can help you.

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