Job Analysis

Job analysis is the foundation for all HR activities. It is critical training for all HR professionals. This workshop provides participants with an understanding of how to analyze an existing job and how to design and document a new position, so that the job holder has a clear understanding of the expected inputs and the expected outputs of a job.

Course Outline

- Job Analysis & The Organization
- Job Analysis Methodologies
- Job Analysis Interview
- Observation
- Critical Incident Technique
- Position Analysis Questionnaire (PAQ)
- Assessing Job Analysis Methods
- Are You Ready For Job Analysis

Who Should Attend

Middle level staff such as:

- Staff that would want to establish an in-depth knowledge of writing job description and profile
- Staff that would want to execute a job evaluation scheme

Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Explain the role of job analysis and the organization
- Describe four job analysis methods
- Describe the advantages and disadvantages of job analysis interviews
- Detail three types of job observation
- Implement a Critical Incident Technique
- Understand how to implement a Position Analysis Questionnaire
- Critically evaluate job analysis techniques

Course Duration

The standard duration of this course is 12 contact hours.

Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions
- Case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

For more information please feel free to contact:

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