

Course Outlines

Course Name	Job Analysis
Conducted By	Techno Management
Duration:	2 Days
Preparations	Classroom with a Data Show and whiteboard or flipchart
Audience	All managers involved in Human Resources Management
Pre-Requisites	None
General Notes	None

Job Analysis **Course Contents**

Course Description

The success of many human resources initiatives is contingent upon effective job analysis. Keys to being effective are a consistent process of fact-gathering, documentation, analysis, and controlling for factors that could undermine the objectivity and usefulness of the process.

Course Outlines

1. Job analysis: what is a valid, practical job analysis and why is it performed?
2. Uses of job analysis: selection, training, performance management and appraisal, compensation, and career development
3. A look at various job analysis methods and techniques
4. Job demands: determining physical, environmental, and organizational requirements
5. Preparing job descriptions: matching the job's critical objectives
6. Documentation of the content and context of a job: identifying and prioritizing job tasks

Audience

Job analysts who are new to the job analysis function or who wish to gain broad-based understanding of this function; human resource generalists

Course Timing

1. Course duration is 2 days (16 hours)
2. Duration is from 9:00 am to 4:00 pm with one hour lunch break and two half an hour coffee breaks.