

JOB PROFILING 1 DAY WORKSHOP



WORKSHOP CONTENT:

Job Profiling - The ability to define accurate work design for both current and future roles is essential to creating a structure that can achieve organisational objectives. Our accredited 1-day Job Profiling workshop ensures that you can skillfully and consistently develop accurate job profiles that support all HR processes.

This accredited **workshop** is both theoretical and practical, and is attended by anyone that reviews, develops, or interprets the various elements of organisational development.

Delegates will gain practical experience in developing and validating job profiles as well as a guided understanding of the methodology, logic and process of job profiling. Making use of sample roles and case studies, delegates will be asked to participate in discussion and debate, thereby demonstrating common understanding and application of the job profiling guidelines. In addition, we will provide insight regarding the components of a good job profile template.

Job profiles are the foundation of most HR management processes and decision-making. These activities include (but are not limited to):

- ▶ Recruitment and selection.
- ▶ Training and skills development.
- ▶ Job evaluation.
- ▶ Performance management.
- ▶ Role orientation.
- ▶ Supervision requirements.
- ▶ Remuneration / Compensation.
- ▶ Labour relations.

Understanding and Scope:

- ▶ Why, definition and background.
- ▶ Key principles, concepts and terminology.
- ▶ Legislative context (Equal Pay for Work of Equal Value).
- ▶ Benefits of job profiling.
- ▶ Job profile template development.
- ▶ Uses of job profiles; and
- ▶ Web-based systems.

Technical Content:

- ▶ Who is involved in the Job Profile process.
- ▶ Preparation of the profiler and the incumbent in the role.
- ▶ Conducting interviews.
- ▶ Essentials for the job profile writing process.
- ▶ Writing a Job profile.
- ▶ Alignment of profiles to the approved organisational structure and strategy.



QuikProfiler will provide the basis for demonstration of a web-based job profiling system.



Accredited through



Enquire Now!

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