

TWO DAY LIVE ONLINE WORKSHOP



SERENDIB TRAINING  
inspiring minds



# Job Analysis & Design

"Job Analysis, Description, Design & Evaluation"

9am-11am, 1pm-3pm, 9th & 10th Dec' 2020

Facilitated By **H.I. Khawaja (MCIPD, CPHR)**

This workshop is for those individuals who are aiming to get an in-depth understanding of writing job profiles & job descriptions., and for Professionals looking to understand how to implement job Analysis and Job design methods in their functional domains i.e. HR, Marketing, Finance, Operations, Procurement, QHSE, etc.

**Fee: QAR 1,000  
Per Person**

For Registrations: Serendib Training Qatar  
+974 3334 8667, [malavan@serendibtraining.com](mailto:malavan@serendibtraining.com)  
[www.serendibtraining.com](http://www.serendibtraining.com)

## **OBJECTIVES**

By the end of the online workshop, you will be able to:

- Apply the principles of job analysis and design
- Prepare comprehensive job analysis interviews.
- Review, design and redesign jobs in your area of work
- Understand the key components of job descriptions and personal specifications
- Construct job descriptions & person specifications in your organization

## **Target Audience**

This live online workshop is for those individuals who are aiming to get a more in-depth understanding of writing Job Profiles & Job Descriptions. Professionals looking to understand how to implement Job Analysis and Job design methods in their functional domains i.e. HR, Marketing, Finance, Operations, Procurement, QHSE, etc.

## **Training Methodology**

We will be using a “learning by doing” training methodology that actively engages participants in problem-solving & brainstorming by way of discussions & individual & team exercises. Throughout the training, participants will receive intensive coaching & feedback. The combination of application, facilitator & peer feedback, & self-assessment ensures participants experience the full benefit of this two day online training program.

**Your Trainer : H. I Khawaja (MCIPD, UK & CPHR-AHRI, Australia)**

He is a Certified Human Resource practitioner with over 15 years of experience working in the GCC, Asia and Asia Pacific and with substantial experience in construction, manufacturing, utilities to education and healthcare. Hasan is also a Chartered Manager (CMI-UK), a certified negotiator and conflict management expert.

He is a Certified Professional Member of the American Institute of Business Psychology (AIOBP), and has been elected as a Mentor for the Mentoring program of the Australian Human Resources Institute, and an advisor on HR Services at the Rotterdam School of Management (RSM).

# **Live Interactive Online Workshop With Case Studies, Scenarios, Exercises, Discussions, etc. Delivery Model: Reflective & Project Based Learning**

## **Workshop In Detail**

### **Session 1 (9am-11am, Wednesday, 9th Dec'): Job Analysis**

- What Is 'Job Analysis' And Why is it important?
- Various approaches to Job Analysis
  - Observation
  - Interview
  - Questionnaire
  - Job incumbent diaries or logs

### **Session 2 (1pm-3pm, Wednesday, 9th Dec'): Job Description**

- What is a Job Description?
- Creating a Job Description
- What To Include In A Job Description
- What Are 'Key / Core Competencies'?
- What Is A 'Person Specification'
- Job Descriptions and Recruitment
- What Is A 'Person Specification'?

### **Session 3 (9am-11am, Thursday, 10th Dec'): Job Design**

- What is Job Design
- The evolution of Job design
- Factors influencing Job design
  - Organizational environment
  - Changes in the external context
  - People related considerations

### **Session 4 (1pm-3pm, Thursday, 10th Dec'): Job Evaluation**

- Fundamentals of Job Evaluation

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