

Mastering JOBS Workshop

Job Analysis – Job Description – Job Evaluation

Course Outline

JOBS focuses on building a Rewarding People Centric Employee Experience through proper understanding of what matters most to your people. Every HR professional would agree that the job description is a fundamental tool omnipresent in each and every HR process. Writing a job description is both an art and a technique. In this workshop, you will learn how to conduct a thorough Job Analysis in order to write a comprehensive job description focused on the key result areas of the job and correctly associated with a Competency Matrix. This workshop will provide you with the working principles of Job Evaluation and guide you in applying the relevant Job Evaluation System helping you to realize that organizations pay for jobs not individuals; this is why, HR professionals need to master the art and techniques of using job descriptions to evaluate jobs objectively and determine their relative values to the organization.

Course Objective

After attending this workshop trainees should be able to:

- Understand the fundamentals required to build a Rewarding People Centric Employee Experience and what matters most to your people
- Apply principles of Job Analysis
- Prepare comprehensive Job Analysis interviews
- Understand the fundamentals of Job Description
- Understand fundamentals of Job Title
- Write clear and concise Job Descriptions
- Understanding the elements Duties, Qualifications, Skills & relevance to Competency matrix
- Understand the importance of job evaluation as a tool to guarantee internal consistency and fairness
- Evaluate jobs using the correct job evaluation system
- Justify the importance of the effective administration of job evaluation system
- Assess the job evaluation options available and make informed decisions on which job evaluation system
- Better understand, convince and collaborate with internal customers

Follow Up session: All trainees who attend this course will be invited to attend a Follow Up session with Trainer to review implementation within 90 days of completing the course. This review can significantly improve retention and reinforce key concepts and technical elements learnt. Note: This session is not compulsory but highly recommended.

Target Audience

HR officers, HR managers and HR business partners who want to master the skills of Job Analysis, Job Description and Job Evaluation.

Course Fees: \$856.00 (inclusive tea-breaks and lunch)

Trainees will be given sample templates and forms!

"In order to build a Rewarding People Centric Employee Experience, you need to understand what matters most to your people"

Trainer

Mr W. Rouda is a Human Resources Professional with over 24+ years of experience with Small and Medium-Sized Enterprise (SME), Universities, Colleges, Multinational Companies, Oil & Gas, Petroleum and Chemicals – Shipping, Logistics, Government Sectors, Banking, Financial Services, Insurance industry Telecommunications Industry, Manufacturing Organizations as well as Hotels and Hospitality Sector.

He has served in the capacity of Senior Lecturer, Lecturer, Management, Senior Management, Executive Management and Consultancy in all the areas of Human Resources Management including Talent Acquisition; Recruitment & Selection; Learning / Talent & Organizational Development; Training Administration; Pre-boarding, On-boarding and Off-boarding; Payroll & Employee Claim processing; Employee Relations and Communication; Compensation & Benefits; Manpower Planning and Succession Planning.

He has worked closely with corporate and governments in strategic and tactical Human Resources Management planning developing and implementing HR Best Practices to build and or expand regional divisions, operating centers and clusters fostering People Centric HR Practices. He cultivates invaluable resources, people management with an objective of better equipping them with the necessary tools and skills needed to achieve, a beyond satisfactory level of overall job performance.

His strategies and experience allow him to tap into unrealized talent by engaging in group involvement and polishing the skills they are possessing into an asset that maximizes their potential and ultimately benefits both people and the organization they work for as a whole slapped with a level of confidence and desire to succeed.

Dates (2020) : 19-20 Mar, 14-15 May

Duration : 2 days, 9am-5.30pm

Venue : SNEF Corporate Learning Centre@ Tanglin

Register online at SNEF website www.snef.org.sg

Click on 'Training' and Course Category 'Human Resources/ Industrial Relations'

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