

Define Job Profiles (SFw HR)

Participants will be awarded the **Statement of Attainment** for **HRS-HRM-4007-1.1 Job Analysis and Evaluation** upon successful completion of the course.

Course Objective

The course will address the skills and knowledge required of organization members to create and review job profiles as part of manpower planning activities. It covers models, methods and the link between job design and manpower planning activities.

Target Audience

Human resource managers and above.

Course Outline

➤ Create job descriptions

- Consult stakeholders to clarify manpower planning requirements that impact design of job descriptions
- Support line managers to implement job design processes
- Document final job descriptions to obtain approval from stakeholders

➤ Review job design processes

- Develop and review systems for obtaining feedback from managers and employees regarding the job design process
- Evaluate job profiles to ensure continued relevancy and identify any required changes
- Document outcomes of review activities to clarify future enhancements to the job design process

Methodology

It is a competency-based learning with assessment. Case studies, experiential learning, discussions and presentation, facilitation and sharing, critique and review.

- ❖ **50% Course Fee Subsidy, capped at \$15/hr (SC aged ≤ 39/SPR)**
- ❖ **90% Course Fee Subsidy, capped at \$50/hr (SC aged ≥ 40/ SMEs)**
- ❖ **Absentee Payroll**
90% of hourly basic salary, capped at \$10/hr. Eligibility period: 1 May – 31 Dec 2020

SME	NON-SME	SELF-SPONSORED	Full Course Fee	Training Grant	Amount Payable
- All SC & SPR	- SC aged ≥ 40		\$556.40	-\$468.00	= \$88.40
	- SC aged ≤ 39		\$556.40	-\$240.00	= \$316.40
	- All SPR				

All prices stated are inclusive of 7% GST

SC : Singapore Citizen

SPR : Singapore Permanent Resident

: Not Applicable

SMEs : Defined as companies with:

(i) at least 30% local shareholding; AND

(ii) Group annual sales turnover of not more than \$100 million OR Group employment size of not more than 200 employees

Funding Eligibility

In order to enjoy the funding, participants need to fulfill the following requirements:

1. Singapore Citizens or Permanent Residents (PR) of Singapore
2. Attain at least 75% course attendance
3. Successfully complete assessment & certified as competent
4. Has not enjoyed funding for the same course before.
Note: This course is equivalent to Define Job Profiles (HR-RS-403E-1).
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore.

Please refer to SNEF website for available dates

Duration : 2 days, 9am to 6pm (16 hours)

Course Venue : SNEF Corporate Learning Centre @ Tanglin

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

Click on 'Training' and Course Category '**Human Resource / Industrial Relation**'

Enquiries:

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