

Writing Job Descriptions Workshop

Overview

This workshop will give participants a process for drafting effective job descriptions (JDs) and encourage an understanding of where this vital tool fits into the achievement of an organization's business objectives and enhanced business results.

Objectives

- To give participants an understanding of the purpose and value of effective job descriptions which focus on measured end results rather than actions
- To demonstrate the link between individual performance and satisfaction and organization success – people doing the right things
- To provide a process for writing effective job descriptions, an opportunity to practice the necessary skills, to produce a draft JD in the workshop and a process for writing effective JDs back in the workplace

Target Participant Group

For line managers of business units who have responsibility for delivering results through people and also HR Managers who want to involve their line manager “customers” in the process and share skills and understanding. 8 – 10 participants is the ideal number

Running Time

0.5 day

Summary of Content

Using a systematic and well tested process, an experienced facilitator will guide participants through an experiential process to draft a JD for themselves of a staff member.

- Examination of the purpose and value of JDs
- Overview of the process to be used and expected outcomes
- Using the 7 step format – short cuts and key content
- Action Planning to gain the potential benefits – what next?
- Templates and techniques to share with others

Special Features

- An option to link the JD process with the organization's salary system and/or performance management process