



**SMART**  
CUSTOM TECHNOLOGY  
*automating the mundane*

# Job Description Writing

Training Workshop

No prerequisites. 1 day workshop.



JOB DESCRIPTIONS

# Job Description Writing

For an organisation to operate effectively roles and responsibilities need to be clearly defined. The foundation of Job Profiles, an accurate, concise and complete Job Description is a valuable tool in Recruitment, Employee Training and Development and an Organisation's Performance Management System.

This dynamic workshop focuses on:

- The definition of Roles and Responsibilities to avoid conflict and confusion
- Drafting a well-defined job description to assist in outlining an Organisation's expectation of employees at the very start of their employment
- Defining the right resources for an Organisation
- Meaningful Job Analyses and the sources of data
- Six Key Elements of a good Job Description:
  - Task Functions and Responsibilities and how these relate to the performance of an employee's duties
  - Performance Standards – an integral part of Performance Evaluations – based on productivity and quality standards for an individual to be successful in a position
  - Job Related Skills – knowledge, experience and capabilities required by the position
  - Scope and Authority – responsibilities and levels of authority as they relate to other employees
  - Management Expectations – outcomes based work performance, employee behaviours and flexible in time
  - Relationships – based on Departmental Organograms
- This interactive workshop includes videos, practical sessions, group exercises, role plays and best practice templates

## COURSE OVERVIEW

Training on the six key elements of best practice job descriptions, practical exercises and drafting of structured templates.

## WHO SHOULD ATTEND

- Managers
- HR Practitioners

## BENEFITS

The ability to write accurate, clear and concise job descriptions based on an understanding of the role core competencies in an outcomes based approach.

## ASSESSMENT

A competency assessment of practical implementation of course content.