XCELERATE TRAINING INSTITUTE

your learning & development partner

HUMAN RESOURCES MANAGEMENT (HRM)

# Job Description Writing Training Course

| DURATION | LANGUAGE | FORMAT |
|---|---|---|
| **5 days** | **English** | **Classroom / Online** |

## Upcoming dates

| Dates | Venue | Format | Fee |
|---|---|---|---|
| 4 – 8 ????? 2027 | Live online | Online (live) | **€1?200** |
| 8 – 12 ?????? 2027 | Geneva | Classroom | **€4?800** |
| 12 – 16 ????? 2027 | Live online | Online (live) | **€1?200** |

### Register or ask a question

Online: staging.x8ti.com/course/job-description-writing-training-course-2/

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# Job Description Writing Training Course

## Introduction

Introduction

Clear job descriptions are an excellent tool that can be used by the organizations to avoid confusion arising at the workplace in performing roles and responsibilities.

A well-defined description aids in regulation and communication of what is expected from the worker at the very start of their employment and career in the company.

The preparation of this must start much before a position is circulated or advertised. It starts when a corporation is formed or with the incoming of a new project/s into the organization.

The owners of the projects and the HR departments then collaborate and work towards identifying the right resources for their company by writing job descriptions. By undertaking this course, you too would be ready to write clear, effective job descriptions.

This course on Job Descriptions by Xcelerate Training Institute will enable you to define a robust process of writing job descriptions. It will also enable you to meet the demand timely. You would be able to supply, manage the human resources with efficient and effective job descriptions.

Learning Objectives

- Understand the importance of Job Descriptions within the context of Human Resource function
- Understand the way to work on Job Analysis to procure information for preparing job descriptions and other uses
- Understand how to write Job Descriptions to cover the broader requirement of manpower in different divisions/departments
- Understand the role of competencies and how they are used in writing Job Descriptions
- Write Job Descriptions based on competencies

Training Methodology

We at Xcelearte Training Institute, use the necessary formats to meet your requirements. This will be an interactive session. It would include several management games, paper-pencil exercises, mock practice sessions, role plays, and videos. You get to interact with other industry participants as well.

Benefits for Your Organization

- Streamlines the process of selecting the right fit for a position
- Identification of the right individual for the job
- Communicates and Clarifies the roles and responsibilities of an individual at a position in a business entity
- Gives objectivity in decisions related to salary

- Leads to better management of the staff
- Provide a point of reference in time of conflict arising due to confusion in performing the work
- Provides a basis for measuring jobs and conducting performance reviews
- Analysis of the gap, if any, can be used for further training and development

Benefits for You

- Enables the prospective candidates to understand the expectations the corporate has from them
- Provides enough details to an individual to understand if they are the right fit for the job
- Gets to understand how their role fits within the growth of the organization
- Facilitates the formulation of goals by the employee for growth in job
- Work towards their training and development needs if any

Target Audience

- HR Department
- Administrators
- Managers
- Supervisors

Course Outline

Introduction and Overview

- What is a Job Description?
- Components of a Job Description
- Important Terms in Job Description
- The relevance of Job Descriptions
- Evaluation of the impact of Job Description on Compensation
- What is Job Evaluation?
- Process of Job Evaluation- an Overview
- The benefit of Job Evaluation to Job Description

Job Analysis

- The relevance of Job Analysis
- Methods of conducting Job analysis
- Information required for Job Analysis
- Which methods to use for Job Analysis?
- Steps to be followed in Job Analysis
- Job Analysis Format

Approach to Job Analysis

- The sources of data information for conducting Job Analysis
- Challenges and issues which need to be considered in Job Analysis
- How to conduct Interview in Job Analysis- Pre–preparation and through the interview
- Guidelines for Job Analysis
- Do’s and Don’ts

- Mock Session- Re-preparation of interview for Job Analysis
- Mock Session- During the Job Analysis Interview
- Feedback on the mock sessions

Job Descriptions

- Important guidelines for Job Descriptions
- Difference between Authority and Responsibility
- Writing Job Descriptions- Practice Session
- Content Determined by Purpose
- Regular update of Job Descriptions as per the Process, Tools and Checklists
- Job Description- A sample

Competency-Based Job Descriptions

- Job Descriptions based on Skills
- Types of Job – Description based on skills
- What are Competencies?
- Competency-Based Job Descriptions
- Identifying important competencies

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# Registration Form

## Job Description Writing Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

### Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

### Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

### Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

### Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

**Call**
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**Email this form**
info@x8ti.com

**Register online**
Open the course page