



Job Analysis and Job Description Development

Your Organization's Success Largely Depends on Your Team!

Background:

Organizations consist of jobs that have to be staffed. Job analysis is the process through which you determine duties of these positions and characteristics of the people to hire for them. It produces the information used for writing job descriptions and job specifications. As this is the first step towards bringing in qualified personnel to an organization and helps achieve its objectives, it's very important to understand the ins-and-outs of, not only, Job Analysis but also developing accurate and comprehensive Job Descriptions for the positions identified.

Acknowledging this fact, the Training Center at ABCD Consultants has come up with a Two day training workshop which is aimed at helping organizations fulfill their staffing requirements by conducting a comprehensive Job Analysis and developing appropriate Job Descriptions accordingly.

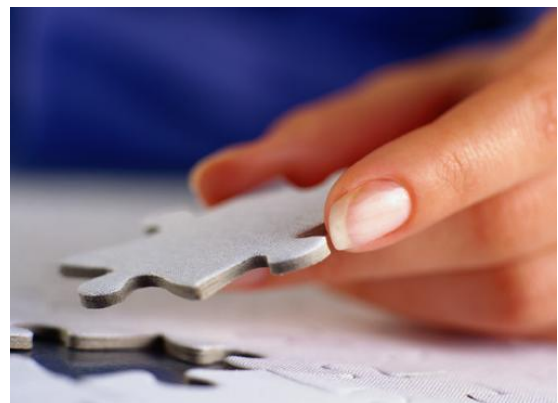
Who should attend?

HR Managers, recruitment managers, Supervisors, First Line and Middle Managers, Consultants and other HR professionals who are involved in Job analysis and JD development.

Course contents:

After attending this course, you will learn about:

- Major steps in Job Analysis
- Identifying sources of information for JA
- Analyzing and categorizing the collected data
- Internet based JA
- Difference between Job Description and Job Specifications
- Writing comprehensive Job Descriptions and Job Specifications



Trainer:

ABCD Consultants is proud to have qualified trainers on its team who can ensure your success using their skills and knowledge as well as the well equipped training environment and materials. The trainer assigned to this training is an MBA holder with extensive experience both in practically managing HR in several well known organizations and in conducting training workshops on Human resources and several other subjects in the field of management.

Fee:

Training fee is AFN. 8,000/- for a Two day workshop which includes training materials, certificate, lunch and refreshment.

Approach:

The Job Analysis and JD Development course is available for fee based participants at ABCD Consultants training center or at your offices in any location in Afghanistan. We usually recommend a Two day course but can also offer a more flexible format to suit your schedule.

For more information about ABCD Consultants' training programs:

sales@abcd.af

or call (0) 771 696 052