

EFFECTIVE JOB ANALYSIS

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Training will provide:

- A detailed manual/workbook and electronic copy of course material
- Professional presentation of the course content, case studies and practical exercises
- One month of free telephonic and e-mail support included
- Certificate of completion
- Delivery of course material *(unless otherwise arranged)*
- Travel and Accommodation for the Facilitator *(if required)*

PLEASE WILL YOU PROVIDE:

- A suitable training venue with data projector
- White Board and/or Flip Chart and markers
- Lunch and refreshments daily

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★ COURSE OVERVIEW

In order to increase efficiency and make the most of your team, it is important to optimise the skills available to you and correctly map them to the requirements of the organisation. Job analysis is a skill that assists organisations in achieving this and has become an essential part of managing people and human resource processes in organisations today.

Job analysis covers a host of activities, all of which are directed toward discovering, understanding and describing what people do at work. To assist companies in effectively identifying the tasks involved in a job and to ascertain the knowledge and skills necessary for an employee to successfully perform in a job, AstroTech is offering a training course on "Effective job analysis".

The course covers the following key topics:

- Understanding the concept of job analysis
- Understanding the importance of job analysis in the workplace
- Exposure to human attribute requirements in job analysis
- Planning a job analysis project
- Steps involved in a job analysis process
- Providing feedback to employees participating in job analysis
- Job analysis and the link to other HR processes
- Key attributes required in facilitating job analysis in organisations
- Relationship between organisational strategy and job analysis
- Exposure to different job analysis methods

...AND MUCH MORE!



COURSE INFORMATION

★ WHO SHOULD ATTEND

- Managers wanting to get a broader understanding of the process of job analysis
- Human resource practitioners who are required to facilitate sessions on job analysis
- Anyone else wanting a better understanding of job analysis

★ TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- A notepad & pen
- One month of free telephonic and e-mail support included

★ OUTCOMES

After attending this course attendees should:

- Gain an understanding of the process and planning of job analysis in organisations
- Gain an understanding of the importance of management and job holder involvement in job analysis
- Get a broader view of what a job is about
- Get exposed to job analysis tools
- Network with other professionals in the industry

★ SETA ACCREDITATION

AstroTech Training is accredited as a Training Provider with the Services SETA (No. 3852)

Make sure that you complete your Workplace Skills Plan, and you can claim back the relevant percentage of your Skills Development Levies!

★ LEVEL 2 BBBEE STATUS

Spending with AstroTech counts twice! You can claim 125% of any training spend with us towards your Procurement scorecard, and everything spent with us on training your qualifying staff will count towards your Skills Development target!

★ TERMS & CONDITIONS

- **PAYMENTS:**
Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:
COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course
COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course
Absent delegates are charged for.
- **POSTPONEMENTS:**
POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- **CANCELLATIONS:**
CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
- **PRESENTERS:**
Should it be necessary, AstroTech Training reserves the right to substitute the presenter.
- **VENUE:**
If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.
- **COMMUNICATION:**
When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- **DISCLAIMER:**
AstroTech Training will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.