

### JOB PROFILING 1 DAY WORKSHOP

Job profiles are the foundation of most HR management processes and decision-making.

**Job Profiling** - Accurate work design for both current and future roles is essential to creating a structure that can achieve organisational objectives. Our accredited 1-day Job Profiling workshop ensures that you can skilfully and consistently develop accurate job profiles that support all HR processes. This **accredited** workshop is both theoretical and practical, and is typically attended by anyone that reviews, develops, or interprets the various elements of organisational development.

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Delegates will gain practical experience in developing and validating job profiles as well as a guided understanding of the methodology, logic and process of job profiling. In addition, we will provide insight regarding the components of a good job profile template.

Job profiles include (but are not limited to):

- Recruitment and selection;
- Role orientation;
- Training and skills development;
- Supervision requirements;
- Job evaluation;
- Performance management;
- Remuneration/ Compensation;
- Labour relations.

#### Understanding and Scope:

- Why, definition and background;
- Key principles, concepts and terminology;
- Equal Pay for Work of Equal Value;
- Benefits of job profiling;
- Job profile template development;
- Uses of job profiles;
- Web-based system.

#### Technical Content:

- Who is involved in the Job Profile process;
- Preparation of the profiler and the incumbent in the role;
- Conducting interviews;
- Writing a Job profile;
- Alignment of profiles to the approved organisational structure and strategy.

### QuikProfiler

Our web-based system will provide the basis for demonstration of a web-based job profiling system

ACCREDITED  
THROUGH



ENQUIRE NOW!

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