

JOB PROFILING 1 DAY WORKSHOP

Get your job foundations right - everything else depends on it.

Job profiles sit at the heart of every effective HR process - from **hiring and performance to reward and compliance**. Our accredited workshop ensures that participants can skilfully and consistently develop accurate job profiles.

WHAT THIS WORKSHOP DELIVERS:

Accurate job design isn't optional - it's essential.

This **accredited 1-day workshop** equips participants with the skills to confidently **develop, validate and align job profiles** that support business strategy and drive smarter HR decisions.

Walk away with a **practical, repeatable approach** to job profiling that can immediately be applied in any organisation.

WHY IT MATTERS:

Strong job profiles enable:

- Smarter recruitment & selection
- Clear role accountability
- Effective performance management
- Structured training & development
- Defensible job evaluation
- Fair and equitable reward decisions
- Stronger labour relations

No profile = no clarity = no consistency

WHAT WILL BE COVERED:

Understanding & Scope

- Why job profiling matters (and where it goes wrong)
- Key principles, concepts & terminology
- Legislative context (Equal Pay for Work of Equal Value)
- How job profiles support HR strategy
- Building effective job profile templates
- Leveraging web-based systems

Technical Application

- Who should be involved (and why it matters)
- Preparing for profiling sessions
- Conducting effective interviews
- Writing clear, accurate job profiles
- Aligning profiles to organisational structure & strategy

PRACTICAL OUTCOME:

You won't just learn - you'll **do**.

By the end of this workshop, participants will be able to:

- Develop accurate job profiles
- Validate and refine existing roles
- Apply a structured, consistent methodology
- Align roles to business needs and strategy

**ACCREDITED
THROUGH:**



ENROLL. ENRICH. EMPOWER.

ENQUIRE NOW!

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