

DRAFTING JOB DESCRIPTION

Course objective:

Equip SME bosses, administrative personnel, and HR professionals with the skills to draft effective job descriptions that attract the right candidates and align with organizational goals.

Course description:

This 1-2 day course guides participants through the process of creating accurate and compelling job descriptions. Learn essential elements, clear language, and practical techniques to communicate job requirements effectively.

Course content:

1. Understand the purpose and significance of effective job descriptions.
2. Identify key components and structure of job descriptions.
3. Analyze job roles to capture essential functions and qualifications accurately.
4. Develop clear and concise language for job requirements.
5. Comply with legal and ethical considerations in job descriptions.
6. Format and organize job descriptions for readability and appeal.
7. Create job descriptions aligned with organizational goals and culture.
8. Evaluate and revise existing job descriptions for accuracy.
9. Improve collaboration and communication in the drafting process.
10. Apply techniques to attract and select qualified candidates.

