

# Competency-based Job Analysis

## Course Overview

This interactive course has been designed to provide you with key job analysis tools including an introduction to the most commonly used best-practice approaches. Moreover, This course examines the methods and processes that support competency-based job analysis in order to attract, train and retain effective talent.

## Course Outline

- Module 1: Job Analysis
  - o What is Job Analysis?
  - o Sources for Data
  - o Methodologies for Data Collection
  - o Types of Data Collection
  - o Reasons for Doing Job Analysis
- Module 2: Competency –based Job Analysis
  - o What is Competency Modeling?
  - o How Competency Models are Structured?
  - o Developing a Competency Model
- Module 3: Products of Job Analysis
  - o Step-by-step guide to developing job descriptions
  - o Job Specifications
- Module 3: Uses of Job Analysis
  - o Recruitment & Selection
  - o Training and Development
  - o Performance Management
  - o Competency-based pay

## Training Methodology

This course is a highly interactive training course, providing each participant the opportunity to exchange views and learn from other's experiences. Moreover it includes a range of group guided discussions, workshops and exercises.

## **Learning Objectives**

After completing this course, participants will be able to:

- Conduct an effective Job Analysis interview
- Develop a competency model
- Write competency-based Job Descriptions and Job Specifications
- Use these outcomes in recruitment & selection, training & development, performance management and competency-based pay.

## **Who Should Attend:**

Line and Middle Managers, Job Analysts, Human Resources Personnel & Managers, Administration Staff responsible for Human Resources

**Course Duration:** Two days from 9:00AM to 4:00PM

**Registration Deadline:** One week before the course date

## **Course Fees**

- 1600 EGP (Registration is confirmed only upon payment)
- Fees include materials and attendance certificate
- Complimentary coffee breaks and light lunch

## **Course Venue**

Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

## **For Registration**

- Logon to [www.topbusiness-hr.com/Course\\_Register](http://www.topbusiness-hr.com/Course_Register) to fill a registration form. Alternatively you can request a registration form by mail from: [training@topbusiness-hr.com](mailto:training@topbusiness-hr.com).
- Payment should be made one week prior to course.
- Payment by cheque in Top Business's name or cash to our address.

## **For More Information**

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## **Hotline 16325**

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