



3-IN-1: JOB ANALYSIS, JOB DESCRIPTIONS AND INDUCTION PROGRAMS

SABAH SKILLS & TECHNOLOGY CENTRE

INTRODUCTION

This 3-in1 Short Course on Basic HRM Skills is designed especially for SMEs that do not have the luxury of a dedicated HR department. These 3 Basic HRM Skills: How to Conduct Job Analysis, How to Write Formal Job Descriptions and How to Design a Formal Induction Program are interlinked to one another and thus it does make sense to combine all these 3 into one short course. However, it is designed in a modular format so that those employers, who could not afford to release their staff for too many days, could opt for a specific module and or to have the course scheduled according to their convenience.

COURSE CONTENTS

How to Conduct Job Analysis

- Importance and Purposes of Doing a Proper Job Analysis,
- Case Study Discussions,
- Methods of doing Job Analysis,
- Guidelines to adhere to,
- Preparations for a Job Analysis,
- Exercises on carrying out a Job Analysis,
- Writing your Job Analysis, Presenting your Job Analysis,
- Problems to watch out for and to avoid

How to Write Formal Job Descriptions

- Importance of a Well-written Job Description
- Examples of Good and Bad Job Descriptions
- Guidelines to Writing a Proper Job Description
- Exercises on Writing your Own Job Description
- Additional Exercises on Writing Other Job Descriptions
- Presentation on your Job Description

How to Design a Formal Induction Program

- Importance of an Induction Program,
- Case Study Discussions,
- Guidelines to Design a Proper Induction Program,
- Designing a Formal Induction Program,
- Preparations to Implement an Induction Program,
- Exercises on Designing Your Own Induction Program,
- Additional Exercises on Designing Other Induction Programs,
- Exercises on Designing an Induction for a New Employee for your company,
- Presentations on your Induction Programs

Duration
5 Days

SSTC Member
RM 1,272.00

Non SSTC Member
RM 1,378.00

FSI's Member
RM 1,325.00

Fee is inclusive of refreshment, lunch, course materials and certificate of attendance

*Rates inclusive of 6% GST

Sabah Skills & Technology Centre

No. 8, Jalan 1C, KKIP Selatan, Industrial Zone 1 (IZ1), KKIP, 88460, Kota Kinabalu, Sabah

Tel: 088-496613/4 (Ms. Jennifer/ Eveiyne) Fax: 088-499615,

Email: jennifer@sstc.org.my / eveiyne@sstc.org.my

Website : <http://sstc.org.my>



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WHO SHOULD ATTEND

Especially for SME's which may not have their own dedicated HR department, HR Executives, Supervisors, Team Leaders, Section Leaders, HR Managers, Admin Executives, entry-level Managers and Secretaries.

RESOURCE PERSON

Lawrence Lim have years of training experience on 3 different major industries, namely: Office Automation, FMCG and the Service industries. His clientele includes global multinational companies from diverse industries such as: Oil & Gas, FMCG, Hospitality, Construction, Engineering, Manufacturing, Pharmaceuticals, Health Care, Financial Services and IT, among others. With more than 20 years of corporate training experience and 10 years as a Head Hunter, Lawrence will be sharing more than just theories and concepts. Lawrence Lim has a degree in MBA majoring in HRD with Distinction from the University of Hull, UK and a BA Economics (Honours) from the University of Malaya. In addition, he has certificates in Course Leaders' Course, Training Design and Train the Trainer from the Singapore Institute of Management as well as from Gestetner International PLC.

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