MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

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CREATING GREAT JOB DESCRIPTIONS JOB DESCRIPTIONS TO ATTRACT THE RIGHT CANDIDATE

"Design precise, engaging, and competency-based job descriptions that attract top talent and support organizational success."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

Introduction

A well-crafted job description is the foundation of effective recruitment, performance management, and employee development. It not only defines the role but also helps attract the right candidates, set clear performance expectations, and align employee contributions with organizational goals.

This course provides HR professionals and managers with practical knowledge and tools to design job descriptions that are accurate, engaging, and competency-driven. Participants will learn how to conduct job analysis, identify key skills and responsibilities, and write job descriptions that reflect the organization's culture while appealing to qualified candidates.

Through interactive exercises, case studies, and hands-on writing sessions, this course will help participants master the art of developing job descriptions that communicate expectations clearly and attract high-performing talent.

Objectives

- By the end of this course, participants will be able to:
- Understand the purpose and importance of job descriptions in HR management.
- Conduct effective job analysis to identify key duties and competencies.
- Write clear, structured, and engaging job descriptions that attract suitable candidates.
- Differentiate between job descriptions, job specifications, and job postings.
- Incorporate competencies, qualifications, and KPIs into job descriptions.
- Ensure alignment of job descriptions with organizational structure and strategy.
- Maintain consistency and compliance in job documentation.

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Why Attend

A strong job description improves the quality of recruitment, enhances employee engagement, and supports workforce planning. This course will equip you with the tools and methods to design impactful job descriptions that align business goals with employee performance.

Target Audience

This course is designed for:

- HR Managers and HR Officers
- Recruitment and Talent Acquisition Specialists
- Department Heads and Supervisors
- Compensation and Benefits Analysts
- Anyone involved in designing or reviewing job descriptions

Individual Benefits

- Learn to perform structured job analysis effectively.
- Gain the ability to write clear, competency-based job descriptions.
- Improve communication between HR and line departments.
- Enhance your professional credibility in HR documentation and structure.
- Attract better candidates through compelling and accurate job descriptions.

Organizational Benefits

- Improved recruitment outcomes through targeted job descriptions.
- Better alignment of roles with business strategy and structure.
- Consistent and transparent role definitions across departments.
- Enhanced employee performance through clear expectations.
- Reduced turnover through better role clarity and fit.

Instructional Methodology

- Interactive lectures and guided discussions
- Real-life examples and case studies
- Group exercises on job analysis and writing
- Template creation and practical writing sessions
- Peer review and feedback on developed job descriptions

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Course Outline

Module 1: Understanding Job Descriptions

- Role and importance in HR systems
- Common challenges in writing effective job descriptions
- Job description vs. job specification vs. job posting

Module 2: Conducting Job Analysis

- Techniques for gathering job information (interviews, observation, questionnaires)
- Identifying key tasks, responsibilities, and relationships
- Determining required skills, knowledge, and behaviors

Module 3: Structuring Effective Job Descriptions

- Standard format and key components
- Writing concise and clear role statements
- Defining job purpose, duties, and responsibilities

Module 4: Integrating Competencies and KPIs

- Linking job descriptions to competency frameworks
- Defining measurable outcomes and success indicators
- Aligning with performance appraisal systems

Module 5: Writing to Attract the Right Candidate

- Crafting engaging and inclusive job language
- Avoiding bias and jargon
- Highlighting growth opportunities and company culture

Module 6: Maintaining and Updating Job Descriptions

- Reviewing and revising job descriptions regularly
- Ensuring consistency across departments
- Using job descriptions in recruitment, training, and performance management

Certification

Participants who successfully complete the program will receive a Certificate of Completion in Creating Great Job Descriptions – Job Descriptions to Attract the Right Candidate.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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