

Workshop on Job Analysis and JD Development
08:30am -03:30 pm
Course Schedule

No	Topic	Duration	Time
1	Introduction and Opening	15 minutes	08:30 – 08:45
2	Pre-test	15 minutes	08:45 – 09:00
3	Importance of Job Analysis	45 minutes	09:00 – 09:45
4	Steps in Conducting a Job Analysis	45 minutes	09:45 – 10:30
5	Tea break	15 minutes	10:30 – 10:45
6	different methods for collecting information for Job Analysis	30 minutes	10:45 – 11:15
7	Internet based Job Analysis	45 minutes	11:15 – 12:00
8	Lunch	1 hour	12:00 – 01:00
9	Writing Job Descriptions	30 minutes	01:00 – 01:30
10	Writing Job Specifications	30 minutes	01:30 – 02:00
11	Some final considerations	20 minutes	02:00 – 02:20
	Practice on Job Analysis and JD Development	1 hour	02:20 – 03:20
	Post-test and Closing	10 minutes	03:20 – 03:30