Mindluster Platform

About the course Job analysis techniques and tools

Job analysis techniques course, in this course provides a detailed exploration of Job Analysis Techniques, offering the tools and methods to effectively evaluate and define job roles within an organization. You will learn how to identify key job responsibilities, analyze required competencies, and develop accurate job descriptions that align with organizational goals. The course covers various methodologies, including observation, interviews, and questionnaires, while emphasizing practical applications in recruitment, training, performance evaluation, and compensation planning. Ideal for HR professionals and managers, this course equips you to optimize workforce planning and ensure role clarity. Master the art of job analysis to enhance organizational effectiveness.

Business Category's Courses

Course Lesson(6)

Lesson 1 : **What is Job Analysis Meaning Process and Methods of Data Collection**

Lesson 2 : **Salary Vs Wages Difference between them with Examples**

Lesson 3 : **What is Collective Bargaining Features Forms and Importance**

Lesson 4 : **Difference Between Training and Development Meaning and Objectives**

Lesson 5 : **Layoff and Retrenchment Key Differences and Meaning**

Lesson 6 : **Employee Promotion Explained Purpose Types and Process**

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