



*Training Course:  
Planning and Organizing Job Procedures*

*10 - 21 February 2025  
Accra (Ghana)*

## Training Course: Planning and Organizing Job Procedures

Training Course code: HR235276 From: 10 - 21 February 2025 Venue: Accra (Ghana) - Training Course Fees: 9520 € Euro

### Introduction

The first element in the integrated approach to human resources management is job analysis and description. This process is the cornerstone of human resource management in any project, regardless of its purpose, activity, size, or field of work. It is the initial step on which policies and various activities related to personnel affairs in the organization are based, including their selection, provision of their training needs, structuring of wages and compensations paid by the organization for their work. Therefore, job analysis and description are fundamental to workforce planning operations and drawing up personnel policies that enable maximum utilization of available human resources.

### Program Objectives

By the end of the training program, participants will be able to:

- Analyze the workforce.
- Develop career path plans.
- Prepare professional development plans.
- Analyze, evaluate, and classify jobs.
- Conduct studies and analyses, and develop performance evaluation systems and methods.
- Prepare training policies, regulations, and procedures.
- Prepare human resource management processes and models.
- Acquire scientific and practical methods in job analysis, description, and evaluation.
- Develop skills in diagnosing and evaluating practical problems related to job analysis, description, arrangement, and design.

### Target Audience

- Office managers and their deputies.
- Public relations employees.
- Department heads and their equivalents in various institutions and organizations.
- Human resource management staff.
- Anyone wishing to develop their skills and experience and sees the need for this course.

### General Program Outlines

Day 1

- Modern trends in job analysis.
- Human assets.
- Stages of strategic planning.
- Problems of human resources planning in organizations.
- External factors affecting workforce planning.

#### Day 2

- Replacement charts.
- Job analysis methods.
- Strategic human resource management.
- Performance evaluation.
- Career path.
- Job description.

#### Day 3

- Job occupation method.
- Training and development.
- Strategic planning.
- Skills.
- Succession planning.

#### Day 4

- Overview of career development.
- Definition of development.
- Career development process.
- Assessment aspect of career development.
- Counseling and guidance.

#### Day 5

- On-the-job training.
- Job rotation.
- Support training programs.
- Job description card.
- Job description requirements.

#### Day 6

- Linking job description to career development.
- Employee handbook.
- Job occupation.
- Planning and organizing job procedures.

#### Day 7

- Concept of job description.
- Duties - authorities - responsibilities.
- Quality groups.
- Elements of the organizational framework.

- The importance of description as a basis for increasing the efficiency of the human element.

#### Day 8

- Practical steps in preparing the organizational structure.
- Reorganization and its impact on job description and arrangement.
- Bases and criteria for job analysis and description in light of changes in the labor structure.
- Performance rates, job requirements, and practical implementation problems.

#### Day 9

- Scientific foundations governing the formation of qualitative job groups in organizations.
- Job analysis and description as a basis for personnel policies in the project selection policies - training - incentives, etc..
- Job analysis and description as a basis for workforce planning.
- Arrangement and evaluation of jobs as a basis for workforce planning.

#### Day 10

- Job analysis and description as a basis for employee promotions.
- Arrangement and evaluation of jobs as a basis for employee promotions.
- Evaluation indicators.
- Factors for employee promotion
- Job information systems.

## Registration form on the Training Course: Planning and Organizing Job Procedures

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
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place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
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to: Global Horizon  
3 Oudai street, Aldouki,  
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