

Job Design

Job design is important for an organization to perform the organizational activities in the most efficient and effective manner. It has an influence on employee motivation, job satisfaction and commitment to their organization, all of which have a significant impact on the efficiency of the organization. In this course the participant learn the importance of job design within the organization; examine the various approaches to job design and also the implementation of alternate work schedules.

Course Outline

- Job Design & The Organization
- Major Approaches to Job Design
- Alternative Work Schedules

Who Should Attend

High level staff such as:

- Head of operations or HR executives that want to ensure that their staff is motivated and satisfied with their job.

Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

Course Duration

The standard duration of this course is 12 contact hours.

Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Explain the role of job design and the organization
- Describe the major approaches to job design and outline the main advantages and disadvantages of each approach
- Understand and be able to implement alternative work schedules

Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions
- Case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

For more information please feel free to contact:

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