

Job Analysis & Writing Job Descriptions

Job descriptions precise enough to serve recruitment, appraisal and job evaluation at once.

Level	Foundation
Duration	2 days · 12 training hours
Fee	399 AED
Group size	6 - 22 participants
Delivery	In-house · Public run · Live virtual
Runs each year	17 May and 13 September

All training programmes are accredited by the Sharjah Private Education Authority.

Programme objectives

- Choose the right job information-gathering method
- Write accountabilities with measurable action verbs
- Define role requirements and needed competencies
- Link the description to the structure and to job evaluation

Who it is for

HR specialists, organisational design officers and department heads.

Prerequisites: None.

Programme outline

Day 1 — Analysis

- Why job descriptions usually fail
- Gathering methods: interview, questionnaire, observation
- Analysing tasks and accountabilities
- A job analysis interview exercise

Day 2 — Drafting and use

- The structure of a job description
- Writing accountabilities and success indicators
- Requirements: qualification, experience, competencies
- Workshop: writing a full description

Competencies developed

- Job analysis
- Analytical interviewing
- Technical writing
- Organisational design

What participants take away

- An approved job description template
- A job analysis questionnaire
- An action-verb bank for accountabilities
- A company-issued certificate of attendance

How it is assessed

Producing a complete job description for a real role and reviewing it with the group.

About the company

Innovation Excellence Consulting & Training is a Sharjah-based firm working with government and private organisations across the UAE and the region. We deliver management consulting, excellence award readiness, customer experience, corporate innovation, ISO certification and research — alongside accredited, applied training programmes.

Programmes accredited by the Sharjah Private Education Authority · 3,500+ professionals trained · 40 government and private entities

Why train with us

- No less than 40% of every programme is exercises and case work, not lecturing.
- Programmes designed on the ADDIE model, with cases drawn from the participants' own workplace.
- Trainers with genuine field experience in the work they are teaching.
- Delivered in Arabic and English to the same standard — in-house, public or virtual.

Register for this programme



To register, or to run this programme at your premises, get in touch — or register directly from the programme page on our site.

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Fees are per participant in UAE dirhams and exclude VAT. Confirm the year of each run on our website.