



Title	Duration	Objectives	Content
<p>Dynamic Job Description</p>	<p>1 Day</p>	<p>This workshop imparts the basics „job description as an instrument of personnel management“:</p> <ul style="list-style-type: none"> ▪ Personnel recruitment ▪ Personnel selection ▪ Yearly appraisal interview ▪ Performance rating <p>A basis for the job description of every employee as well as for every task within the company is provided, inclusive substitute regulations.</p>	<ul style="list-style-type: none"> ▪ Recognise the meaning of job description ▪ Criteria for a Dynamic Job Description ▪ Scope of services of the Dynamic Job Description ▪ Applications ▪ Elements of a job description <p>Using the EDP-tool for independant and individual processing:</p> <ul style="list-style-type: none"> ▪ Survey of all tasks and employees (compile a matrix) ▪ Measure the degree of efficiency of the employees ▪ Substitute regulations during holidays and absence due to illness ▪ Identification, protection and monitoring of functional relations (interface management)
<p>Target Group</p>		<p>Comments</p>	
<p>Management and Human Resources Department</p>		<p>Recording of all employees and their tasks and substitute regulations as well as the preparation of the respective job descriptions can be booked separately following this workshop.</p>	