



# EFFECTIVE JOB ANALYSIS, JOB DESCRIPTION AND JOB DESIGN FOR ORGANIZATIONAL SUCCESS

1 May 18-19, 2026 (Monday-Tuesday) ⌚ 8.45 am – 5.00 pm 📍 FMM Institute, Perak



to changes in the business environment while fostering a culture of clarity, accountability, and continuous improvement.

Job analysis, job description and job design are foundational elements of effective human resource management. Accurate job analysis enables organizations to gather essential information about tasks, responsibilities, and required competencies, forming the basis for clear and legally sound job descriptions. Well-crafted job descriptions support critical HR functions such as recruitment, performance evaluation, and workforce planning. Meanwhile, strategic job design plays a vital role in enhancing employee motivation, satisfaction, and productivity by aligning job structures with individual strengths and organizational goals. When thoughtfully implemented, these practices contribute to a more engaged, efficient, and agile workforce, capable of adapting

## COURSE CONTENTS

### DAY 1: JOB ANALYSIS AND JOB DESCRIPTION

#### Welcome & Course Introduction

- Trainer's welcome remarks
- Participants introduce name, job title, and one unique responsibility
- Icebreaker Activity: "What's in My Job"
- Pre-training quiz

#### Module 1: Introduction to Job Analysis

- Definition and significance of job analysis
- Strategic importance to HR functions
- Job components: tasks, duties, responsibilities, competencies

#### Module 2: Methods of Job Analysis

- Key data collection techniques:
  - Interviews
  - Questionnaires (e.g., PAQ)
  - Observation
  - Work logs/diaries
- Criteria for selecting appropriate methods
- Hands-on: design a simple job analysis interview format

#### Module 3: Job Descriptions vs Job Specifications

- Definitions and differences
- Components of effective job descriptions
- Legal and compliance considerations
- Case study: review and critique sample job descriptions

#### Module 4: Writing Effective Job Descriptions

- Outline the structure and language of an effective job description
- Apply writing tips: clarity, objectivity, and legal accuracy
- Workshop activity: draft a job description for a chosen or assigned role
- Peer review and trainer feedback

### DAY 2: JOB DESIGN AND STRATEGIC APPLICATION

#### Module 5: Understanding Job Design

- Define job design and its role in performance and satisfaction
- Introduce motivation theories: Hackman & Oldham, Herzberg
- Link job design to engagement and productivity

#### Module 6: Approaches to Job Design

- Job enlargement, enrichment, simplification, rotation

- Socio-technical systems approach
- Activity: Apply design strategies to job-based scenarios

#### Module 7: Redesigning Jobs for the Modern Workplace

- Adapting to remote work, automation, restructuring
- Case study: real-world job redesign success
- Group activity: Redesign a sample job using learned strategies

#### Module 8: Integration and Action Planning

- Connect job analysis, description, and design as a unified process
- Provide checklist for practical application
- Action plan: Participants outline how to apply concepts in their organization

## OBJECTIVES

Upon completion of the program, participants will be able to:

- Explain the concepts and significance of job analysis, job description, and job design.
- Conduct a systematic job analysis using various methods (interviews, questionnaires, observation, etc.).
- Develop clear and legally compliant job descriptions and job specifications.
- Apply different job design techniques (e.g. job rotation, job enlargement, enrichment).
- Align job design with organizational goals, employee engagement, and productivity.
- Identify challenges and avoid common pitfalls in job analysis and design.
- Evaluate and redesign jobs to suit changing organizational needs and technological advancements.

## WHO SHOULD ATTEND

Supervisor/Department Heads, Officers, Executives and Managers who seek to understand the strategic importance of job analysis, conduct systematic job analysis, differentiate between job description and job specification, write clear and legally compliant job descriptions, apply modern job design strategies, incorporate theoretical models into practical job design, redesign jobs to meet contemporary workplace challenges, integrate job analysis, description, and design into HR practice and demonstrate increased confidence in managing job structures.

## TRAINING METHODOLOGY

Lecture, Discussion, Small Group Activity and Exercise

## TRAINER

**MR. TEH BENG SOO** has 38 years of experience across diverse industries. He has professional certifications that underscore his commitment to excellence in various domains. He is certified as HRD Corp trainer, showing his proficiency in developing and delivering high-impact training programs endorsed by HRD Corp.

**MR. TEH BENG SOO** has acquired profound knowledge through participation in diverse training programs, encompassing areas such as Training Needs Analysis and Evaluating Training Effectiveness, underlining his expertise in optimizing learning interventions to meet organizational objectives. His deep engagement with quality management systems is evident through specialised courses such as IATF 16949:2016 Automation QMS Awareness, Automotive Quality Management Systems Requirements Training Course, and ISO 9001 Management Awareness Training, reflecting his proficiency in driving excellence and adherence to international standards.

Additionally, his commitment to corporate social responsibility and ethical business practices is highlighted through training in Responsible Business Alliance (Version 6.0) Compliance and Implementation Training and FSC Chain of Custody Management Awareness training. His diverse background speaks to his multifaceted expertise, equipping him with a nuanced understanding of critical organisational facets spanning quality assurance, occupational health and safety, environmental sustainability, and corporate social responsibility. This breadth of knowledge highlights his capacity to navigate complex operational landscapes and drive holistic organisational improvement.

~ Registration Form ~

## COURSE DETAILS

Date **May 18-19, 2026 (Monday-Tuesday)**

Time **8.45am - 5.00pm**

Venue **FMM Institute Perak, No 1, Lorong Raja DiHilir  
30350 Ipoh, Perak**

Medium of Instruction **English**

CPD **14 hours**

Fees  **Members RM1,134.00/pax**

**Non-Members RM1,296.00/pax**

*(Fees inclusive of Service Tax at 8%, Course Materials, Refreshment, Lunch and Certificate of Attendance)*

## ADMINISTRATIVE DETAILS

### HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak** ■ MyCoID : 475427W\_PERAK
- HRD Corp Programme No: **Provided upon confirmation**

### DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

### REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

### PAYMENT

- Cheques** made in favour of "FMM Institute" should be forwarded to FMM Institute Perak.
- For **HRD Corp Claimable Course**, an **Attendance of 100%** is a **must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**
- FMM Institute TIN No. **C10626805080**

### CANCELLATION

Must be in Writing with Reasons ■ 7 days before the course – No payment charged ■ 3 – 6 days before the course - 50% payment charged ■ < 3 days before the course – Full payment charged ■ Participants who did not turn-up will be charged full payment ■ Replacements can be accepted at no additional cost

**Closing Date:  
MAY 11, 2026**

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FMM Institute  
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

1.	Name	Designation	
		HP No	
	NRIC	Email	
2.	Name	Designation	
		HP No	
	NRIC	Email	
3.	Name	Designation	
		HP No	
	NRIC	Email	

*(Please attach a separate list if space is insufficient)*

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

- We **will be claiming from HRD Corp** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances
- We will **NOT BE CLAIMING from HRD Corp**. Enclosed cheque/bank draft No \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_\_\_ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name:	Designation:	
Company:	Tel:	Fax:
Address:		
Email:	FMM Membership No	

Enquiries – please contact Ms Vaani / Pn Eda / Ms Harvindar ☎ (05) 548 8660 📠 (05) 548 8221 ✉ [fmm\\_institute\\_perak@fmm.org.my](mailto:fmm_institute_perak@fmm.org.my)