



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Organizational structure and effective performance plans

Objectives

- Providing participants with scientific and practical methods in analyzing, characterizing, assessing and developing their skills in diagnosing and evaluating practical problems related to job description, analysis, classification and evaluation.

Who Should Attend?

- Team leaders and supervisors
- Directors and Heads of Departments
- Executives
- Employees of the administrative sector
- Secretary and office supervisors
- Team leaders and professionals

Seminar Outline

DAY 1

- The concept of job description.
- Duties - Authorities - Responsibilities

DAY 2

- Quality groups.
- Elements of the regulatory framework and the importance of characterization as a basis for increasing the efficiency of the human element

DAY 3

- Practical steps to prepare organizational structure and reorganization and its impact on job descriptions and rankings. - Foundations and criteria for the analysis and characterization of jobs in the light of changes in the structure of employment.



- Performance rates, functional decisions and practical application problems.

DAY 4

- The scientific bases governing the formation of specific functional groups in organizations.
- Analysis and characterization of jobs as a basis for individual project policies (selection policies, training, incentives, etc.).

DAY 5

- Analyzing, characterizing, arranging and evaluating jobs as a basis for workforce planning.
- Analysis, characterization, ranking and evaluation of posts as a basis for performance evaluation and reporting.
- Information systems



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