

DALY DYNAMICS:

(PROVIDING LIFE COACHING INTERVENTIONS)



UNLOCK
YOUR
INNER
POWER.

PRODUCT: JOB PROFILING

WORKSHOP CONTENT:

Methods to collect job information

What information must be gathered?

What constitutes a job profile?

What constitutes a job description?

What constitutes a job specification?

How to write a job profile.

Creation of a job description. A practical exercise

Uses of a job profile



Contact. Lyndel at
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www.lifecoaching4u.co.za

DURATION: 1 day

TARGET GROUP: First line supervisors and higher

COST:

The costs are negotiated around the client's needs and the facilitator's travel and accommodation requirements. Facilitators are stationed in Cape Town.

DALY DYNAMICS:

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UNLOCK
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PRODUCT: STAFFING OF VACANCIES

WORKSHOP CONTENT:

ADVERTISING

The staffing process

The advert and job profile link

Requirements of an advert (DO'S AND DON'T)

Creating the advert – an interactive session

SHORT LISTING

Principles of short listing

Composition of boards

Role players and their duties

Forms and templates

The short listing process. Interactive session

SELECTION BOARDS. INTERVIEWS

The principles of selection

Forms and templates

The selection process. Interactive session

The appointment



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DURATION: 1 day

TARGET GROUP: For businesses wishing to establish a staffing process.

COST: The costs are negotiated around the client's needs and the facilitator's travel and accommodation requirements. Facilitators are stationed in Cape Town.