301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

View Full Course Details including Latest Schedule Online

PHOENIX TS

Writing Job Descriptions

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

Phoenix TS' instructor-led course is designed to teach managers to write job descriptions that make hiring, planning, and evaluations easier within the Federal Workplace.

This training will address:

- Creating good job descriptions
- Hiring qualified employees
- Avoiding Legal Traps

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

Course Outline

An Overview of Job Descriptions

- When to use a job description
- The four sections of a job description
- How the job description fits into the broader employment picture

Avoiding Legal Pitfalls

- Discrimination
- Undermining at-will employment
- Making promises you cannot keep
- Privacy violations
- Overtime classification problems

Analyzing and Defining the Job

- Consider the big picture
- Identify keys to success at your company and on your team
- Determine the essential functions of the job
- Determine qualifications and other job requirements

Writing the Job Description

- Five golden rules
- Writing functions and responsibilities
- Writing qualifications and requirements
- Writing the summary
- Gathering input
- Reviewing your draft for legal concerns

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Phoenix TS is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints re-garding registered sponsors may be submitted to the National Registry of CPE Sponsors through its web site: www.nasbaregistry.org

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Starting at **$1,095**

ATTENTION

For GSA pricing or Contractor quotes call 301-258-8200 – Option 2.

GSA

Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

Included in this **Writing Job Descriptions**

- %day% instructor-led training
- Writing Job Descriptions training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*

- Freshly baked cookies every afternoon*