



JOB ANALYSIS, JOB DESCRIPTION & JOB EVALUATION

22-23 SEP 2026 | 9.00AM - 5.00PM |

MEFA TRAINING CENTER, PJ

Course Overview

This training provides a comprehensive understanding of job analysis, job description, and job evaluation as essential HR functions. Participants will learn how to systematically collect and analyze job information, define roles and responsibilities, and create clear, accurate job descriptions. The course also explores methods for evaluating jobs to ensure internal equity and fair compensation structures. Through practical examples and activities, learners will gain skills to support recruitment, performance management, and organizational design. By the end, participants will be equipped to align job roles with business objectives and enhance overall workforce effectiveness and efficiency.

Who Should Attend

- HR Staff / Management
- Operation Managers & Supervisors
- Business Owners
- Recruiters / Talent Acquisition
- Hods From Any Departments

Learning Outcomes

- Participants will be able to :
Understand fundamentals of job analysis process
- Write clear, accurate job descriptions effectively
- Differentiate roles, responsibilities, and job specifications
- Apply job evaluation methods for fair pay
- Align jobs with organizational goals and structure

Course Registration :



RM2,000

(Price Inclusive of 8% SST)
HRDC Claimable*

<https://forms.office.com/r/cK7GCQrA3w>



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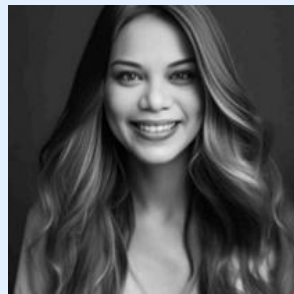


03-7498 7242 / 016 - 254 1844

Course Structure

Time	Itinerary
DAY 1	
8:30am - 9:00am	Registration
9:00am - 10:30am	MODULE 1 : Introduction to Job Analysis
10:30am - 10:45am	Break
10:45am - 1.00pm	MODULE 2 : Methods of Job Analysis
1.00pm - 2.00pm	Lunch Break
2.00pm - 3:30pm	MODULE 3 : Job Description Fundamentals
3.30pm - 3.45pm	Coffee Break
3.45pm - 5:00pm	MODULE 4 : Writing Effective Job Descriptions
5.00pm	End of Day 1
DAY 2	
8:30am - 9:00am	• Registration
9:00am - 10:30am	MODULE 5 : Job Specifications and Competencies
10:30am - 10:45am	Break
10:45am - 1:00pm	MODULE 6 : Introduction to Job Evaluation
1:00pm - 2.00pm	Lunch Break
2.00pm - 3:30pm	MODULE 7 : Job Evaluation Methods
3.30pm - 3.45pm	coffee Break
3.45pm - 5:00pm	MODULE 8 : Aligning Jobs with Organizational Strategy
5.00pm	End of Programme

Trainer Profile



PUNITHA MALAR (AISHU)

Ms Aishu Certified Coach and Trainer, with 25 years of combined experience in higher education management, strategic partnerships, business development, L&D and talent management across SEA, Australia, and the U.S., she excel in managing key stakeholders, policy, governance, and membership interests.

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