

# Have you had enough tools and skills to write a good job description and been able to utilize it effectively?

- You are confused about how to write a good job description?
- You are not sure of how to develop job description for the whole company?
- Do you know how to utilize job description in recruitment, training and staff evaluation?

Job description is an important tool, used not only for recruitment, training and staff evaluation, but also for employees' reference to understand the objectives, roles and responsibilities of their positions. Thereby they can effectively contribute to achieve department's and company's objectives.

Therefore, we have designed the course "Job Description Writing Skill" to provide participants with knowledge and skills to apply these tools efficiently.

## JOB DESCRIPTION WRITING SKILL (2 DAYS)

★ Provide participants with knowledge and skills to write a good job description ★

### Training time - Venue

- Ho Chi Minh** ★ 11 - 12/3/2021 (Thu - Fri)
- Time: 8:30 ~ 16:30
  - Venue: The National Assembly Guest House-HCMC  
165 Nam Ky Khoi Nghia, Ward 7, District 3
- Ha Noi** ★ 25 - 26/3/2021 (Thu - Fri)
- Time: 8:30 ~ 16:30
  - Venue: 12F, Indochina Plaza Tower,  
241 Xuan Thuy Street, Cau Giay District

### Course's information

- [Language]** Vietnamese
- [Fee]** 4,600,000 VND/person  
(Lunch for 2 days incl., VAT excl.)  
✂️ **For companies with 2-4 participants, training fee is discounted 5% ; with 5 or more participants, discounted 10%.**  
(Applied separately for training in Ho Chi Minh and in Ha Noi).
- [Participant]** 25 people (First-come, first-served basic)
- [Method]** We applied **offline training**.  
In case offline training can't be carried out, we apply **online training** instead.
- [Registration]** Fill in the attached "Application form" and send to AIMNEXT via Email or Fax.

### Trainer

- Ms. T. T. P. Thanh**
- Bachelor in international economics (Ho Chi Minh University of Social Sciences and Humanities)
  - MBA graduate from Capitol University (USA)
  - More than 30 year working experience and holding the executive positions in human resource and service business, including Director of Training and Development, Vice-director of the HR outsourcing and solution company

### Objective

- Understand the overall and importance of the job description.
- Get the techniques (process, method and points) to write a job description and standards for each position.
- Be able to implement of job description writing for all position and departments in company.
- Be able to apply job description to recruit, train and evaluate staffs.

### Target

- HR staff and managers who are in charge of developing job description for the whole company.
- Staff and managers of other departments who are in charge of writing job description for their department.

### Content

#### Part 1: Awareness of RACI – Matrix to clarify role and responsibilities of a position

- What is RACI?
- RACI Matrix
- Roles and importance of RACI Matrix
- Process and method to create RACI Matrix
- Points of creating RACI Matrix
- Practice for each position

#### Part 2: Overall of job description

- Importance of job description
- Benefits of job description
- Necessary contents of a job description
- Meaning of each part of a job description
- Basic rules of job description writing
- Creating job title chart

#### Part 3: Job description writing

- Process and methods of job description writing
- Job description writing techniques and points
- Creating the complete job description of all positions of the company
- Practicing writing job description for positions: Director, Manager, Specialist and Staff
- Utilize job description to HR management work

#### Part 4: Action Plan

✂️ *The above content is subject to change without prior notices.*

For information of in-house courses, please kindly contact us via:



**AIMNEXT VIETNAM CO., LTD.**

Nam Giao Building 1, 261 – 263 Phan Xich Long,  
Ward 2, Phu Nhuan District, Ho Chi Minh City

TEL: (028) 3995 8290/ FAX: (028) 3995 8289  
Email: [training-vn@aimnext.com](mailto:training-vn@aimnext.com)  
URL: [www.aimnext.com.vn](http://www.aimnext.com.vn)  
In charge: Ms. Bui To To (English, Vietnamese)  
Ms. Mizuki Kimura (Japanese)