Job Task Analysis Workshop

Overview

The purpose of this 2 day workshop is to teach participants how to conduct a job task analysis (JTA) as well as how it is used, its importance and how it is measured.

Learning Objectives:

- Define the purpose, steps and methods of a job task analysis
- Describe the ways a job task analysis may be used with a special emphasis on training
- Describe the importance of a job task analysis for the electric utility industry
- Select the best approach for a job task analysis based on factors such as cost, available personnel and method of data collection
- Use a variety of templates to assist a job task analysis process
- Complete a job task analysis (or manage a JTA project)
- Analyze the completed job task analysis, and report relevant results to appropriate personnel
- Describe and demonstrate how to translate a job task analysis (JTA) into other deliverables, including:
  - Task-based training
  - Complete a job task analysis (or manage a JTA project)
- Describe the relevance of a JTA process to NERC training standards

Planning A Job Task Analysis

In this workshop participants will be able to describe all aspects of planning for a job task analysis (JTA) process. In addition, participants will identify the best method of data collection and reporting as well as utilize our JTA templates to plan projects. This planning process starts by identifying:

- Goals
- Cost
- Expected delivery date
- Availability, responsibility and skills of personnel conducting a JTA
- Methods and techniques in conducting a JTA
- Data collection process
- Reporting method
- Time available to complete the JTA

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PRICE

2-Day Workshop = $ 800

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SOS INTL
TRAIN-THE-TRAINER CURRICULUM

Effective programs that are consistent with PER-001, PER-002, PER-003, PER-004 & PER-005. Each workshop/course has its own value and purpose with regards to building your training program around these standards.

- PER-005 Workshop
- Job Task Analysis Workshop
- Systematic Approach to Training Fundamentals
- Presentation Skills

Workshops & courses available individually

NERC
NORTH AMERICAN ELECTRIC RELIABILITY CORPORATION

SOS Intl. and NERC ID SOS_INTL_001 is recognized by the North American Electric Reliability Corporation as a continuing education provider who adheres to NERC Continuing Education Program Criteria.

Conducting A Job Task Analysis

There are three main deliverables of a JTA:

- System Overview
- Job List
- Job Description as part of the JTA process

This workshop demonstrates how to complete each of these deliverables, using the recommended data collection techniques and how to prepare this process. In addition, the participants will complete a task inventory for a job and be able write a task so it is specific as well as measureable.

Using A Job Task Analysis

This workshop will describe why a job task analysis is often a product of the training needs and performance gap analysis processes. In addition, develop good learning objectives, performance appraisal, determine if a task needs to be trained as well as develop task based training from your analysis.

Putting It All Together

Plan to conduct a job task analysis depending on if you are:

- Performing the effort yourself
- Managing this effort
- Hiring staff to perform or assist with this effort