

Membership fees

All prices are quoted per member, inclusive of VAT

Terms & Conditions for Subscribers by Debit Order

Your membership of the services specified by you shall commence on the date of activation of the service and shall continue for a minimum period of twelve (12) months.

The subscribers bank account will be debited with the agreed amount each month, and in the event of their monthly Debit order being unpaid, agree that a cancellation fee of equivalent to the balance of the subscription fee shall become due and payable.

Membership Fees for Workinfo.com

No. of Members	Annual Membership Fee	Discount	Monthly Debit Order (minimum 12 months)	
1	R 1,710.00 per annum	0%	R 156.75 per month	(R 1,881.00 per annum)
2- 10	R 1,453.50 per annum	15%	R 133.24 per month	(R 1,598.85 per annum)
11 - 29	R 1,368.00 per annum	20%	R 125.40 per month	(R 1,504.80 per annum)
> 30	Please contact for a quotation			

Membership Fees for Job Description Compiler

Pricing per a Job Description.

TTL JDCS	Annual Subscription Fee		Price Per JD		Debit Order	
	excl. VAT	incl. VAT	excl. VAT	incl. VAT	excl. VAT	incl. VAT
50	R2 750.00	R3 135.00	R 55.00	R 62.70	R3 448.50	R 287.38
100	R5 500.00	R6 270.00	R 55.00	R 62.70	R6 897.00	R 574.75
150	R8 250.00	R9 405.00	R 55.00	R 62.70	R10 345.50	R 862.13
200	R11 000.00	R12 540.00	R 55.00	R 62.70	R13 794.00	R1 149.50
250	R13 750.00	R15 675.00	R 55.00	R 62.70	R17 242.50	R1 436.88
300	R16 500.00	R18 810.00	R 55.00	R 62.70	R20 691.00	R1 724.25
350	R19 250.00	R21 945.00	R 55.00	R 62.70	R24 139.50	R2 011.63
400	R22 000.00	R25 080.00	R 55.00	R 62.70	R27 588.00	R2 299.00
450	R24 750.00	R28 215.00	R 55.00	R 62.70	R31 036.50	R2 586.38
500	R27 500.00	R31 350.00	R 55.00	R 62.70	R34 485.00	R2 873.75
550	R30 250.00	R34 485.00	R 55.00	R 62.70	R37 933.50	R3 161.13
600	R33 000.00	R37 620.00	R 55.00	R 62.70	R41 382.00	R3 448.50

1. Pricing is based on number of Job descriptions, number of people is irrelevant, and these are based on the job titles.
2. Additional user license fees may be purchased for an annual fee of R 1,500.00. Debit order payments will be pro-rated
3. Extra Development hours are charged at R 850.00 per an hour, for the first 20 hours. < 20 hours will be charged at R650.00 per an hour.

Please Indicate Method of Payment:

- Cheque
- Debit Order (minimum of 12 months)
- Deposit into bank account (please send proof of deposit with order form)
- Please send me an invoice

Workinfo.com members are eligible for special offers from time to time. We would like to ensure that if you are a member you receive these benefits. Are you a current subscriber to Workinfo.com Yes No.

If you selected Debit order, please complete your banking details below.

Account name/Account holder name:	
Bank name:	
Branch name:	
Branch code:	
Account number:	
Account type:	

Signed at _____ on this _____ d ay of _____ 201__

Signature

Please fax or email your completed order form to:

Sales:

Carol Dowdle
Fax: +27 (0)86 585 5795
Email: carol@workinfo.com

Kim Sham
Fax: +27 (0)86 601 7249
Email: kim@workinfo.com

Banking Details:

Company: Workplace Performance Technologies (Pty) Ltd
Bank: Nedbank
Branch: Musgrave
Acc. No.: 1301 196 088
Branch Code: 1301 26 10
Account Type: Cheque

OUR COMPANY DETAILS

Workplace Performance Technologies (Pty) Ltd
Reg. No. 98 01552/07
Vat Reg. No. 4450172582

CONTACT US

Vivienne Cramer
Accounts & Administration
Telephone: (0)11 462 0982 (Office)
Direct Fax : 086 689 7210

PO Box 925
Lanseria
Gauteng 1748

Northgate Office Park
Block 4B Units 43 & 45
Aureole Street
Northgate
2196

Email: vivienne@workinfo.com

Websites

URL: <http://www.workinfo.com>

Tel: (0)11 462 0982 (Office)

Fax: 086 689 7210

Email: info@workinfo.com

Workinfo.com
human resources for today's workplace

Workinfo.com
Job Description Compiler™

**For more information, contact
Kim Sham or Jaco Taljaard**

**+27 (0)11 462 0982
+27 (0) 861 967 546 or
+27 (0) 82 454 6155**

**Email: jaco@workinfo.com
kim@workinfo.com**



Workinfo.com Job Description Compiler™

The **Workinfo.com Job Description Compiler™** assists you in compiling comprehensive company and job specific job descriptions in a matter of minutes.

- Legally compliant
- Non-discriminatory
- Task specific
- Competency based

Workinfo.com Job Description Compiler™ is a cost effective, efficient solution that represents an effective method of defining job requirements for current and new employees.

How does it work?

Simply choose from our library of thousands of pre defined jobs; answer relevant multiple choice questions about tasks, qualifications, physical demands, supervisory responsibilities, performance competencies, and work environment; tailor the description to your needs, and you're done!

A final job description containing the job title, job location information, detailed task list and required or preferred knowledge is produced. You can then copy it to your hard-drive for further development.

Workinfo.com Job Description Compiler

- Lists Occupational Groups and Categories
- Allows users to select from pre-compiled tasks linked to job titles and occupational categories
- Contains an extensive listing of competencies (including definitions, descriptions and indicators)
- Includes appropriate worker abilities, interests and work styles
- Built-in word processor lets you merge duties from multiple jobs and edit, print, and export your job descriptions.
- Add key competencies to better define job requirements.
- Create effective, legally appropriate job descriptions

Primary Benefits

File Storage

The **Job Description Compiler™**, supports an auto saving feature, allowing you to revisit a description being compiled at a later date.

Time Saving

Setting up a new job description is quick and easy, by either utilizing one of our built in templates, or by duplicating and editing a job description from an existing employee.

Editing

The **Job Description Compiler™**, allows users to edit and add additional task listings and competencies to those already distributed with the application.

Batch Releases

Quarterly batch releases of data containing new or revised job description templates, tasks, competencies, abilities etc will be made available to all subscribers, ensuring you are kept up to date.

Client Customisation

On request, clients may specify additional data that they wish to import from their independent HR package, for example importing of employment records / custom tasks & competencies. An additional fee may be levied for this service

Centralised and Secure Database

The ***Job Description Compiler™*** has moved away from the conventional desktop application, and now runs on a centralised server. This allows your organisation to utilize the application without the need of expensive servers. The JDC is run on a fully independent server, incorporating industry standard encryption to protect your organisation. Each organisation is provided with their own unique database allowing further security and reliability.

Once off purchase and set up fee

Clients will only have to pay a once off purchase and set up fee in year one of their subscription. In the second year and all subsequent years thereafter they will only be required to pay an annual license fee.

Easy upgrades and adding of additional users

Client's may at anytime in their contract upgrade to a different version of the Workinfo.com ***Job Description Compiler™*** or add additional users to their package.

Content Model for the *Workinfo.com* Job Description Compiler™

Employee Details

Insert employee / job occupant details and review date for the job description.

Occupational Family

All job titles are categorised into 23 occupational families.

Job Titles

Choose from over 2000 job titles with precompiled task listings.

Tasks

Select from precompiled tasks linked to each job title. The current database contains over 16,000 task descriptions. Future batch releases included in the annual licence fee allow for automatic incorporation of updated tasks listings.

Occupational Ratings

Job Grade

Allows users to select job grade for the position being compiled.

Factor 1. Knowledge - Factor 2. Job Controls and Complexity

Factor 3. Contacts - Factor 4. Physical Environment

Occupational Level

Specify the occupational level as per the Employment Equity Act.

Occupational Category

Specify the occupational category as per the Employment Equity Act.

Competencies

Specify competencies for each position (includes description and sample indicators).

Allow for creating of customised competencies with linked indicators.

Key Performance Areas

Specify Key Performance Areas & Indicators, Key Result Areas and Key Tasks

Allow for creating of customised KPA's with linked indicators.

Worker Requirements

Basic Skills

Developed capacities that facilitate learning or the more rapid acquisition of knowledge.

Cross-Functional Skills

Developed capacities that facilitate performance of activities that occur across jobs.

Knowledge

Organized sets of principles and facts applying in general domains.

Education

Prior educational experience required to perform in a job.

Language Requirements

Language requirements for the job.

Tools & Technology

Tools and technology requirements for the job.

Experience Requirements

Experience and Training

Prior experience and training required to perform the job.

Licensing

Licenses, certificates, or registrations that are awarded to show that a job holder has gained certain skills. This includes requirements for obtaining these credentials, and the organization or agency requiring their possession.

Training and Development

List training, unit standards and qualifications for this position.

Qualifications

Specify the qualifications required for this position.

Accreditation

Specify any accreditation required for this position.

Job Zones

Classify the position according to four job zones identifying prior experience, training and on the job training.

Worker Characteristics

□ Abilities

Enduring attributes of the individual that influence performance.

□ Interests

Occupational Interests and Values - Six interest categories are used to describe the work environment of occupations: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional, while six Occupational Work Values describe the preferences for work environments and outcomes each with a corresponding set of needs.

□ Work Styles

Describe the preferred work styles for the position.

Occupational Requirements

□ Generalized Work Activities

General types of job behaviors occurring on multiple jobs.

Organisational Context

Characteristics of the organization that influence how people do their work.

□ Work Context

Physical and social factors that influence the nature of work.

Job Description Compiler Report

Once the job description has been compiled, a report will be generated which can then be exported to MS Word.

Contact us today to arrange for a preview or find out more about pricing options.

Screen Shots

Workinfo.com's Job Description Compiler

Company Name: Workplace Performance Technologies

human resources for today's workplace

Current Job Title: Advertising Manager

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[Create Full Job Description](#) | [View Licence Information](#)

Job Compiler

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 - [Task Titles](#)
 - [Primary Tasks](#)
- [Occupational Ratings](#)
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 - [User Defined](#)
- [Grading Factors](#)
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 - [Factor 2. Job Controls and Complexity](#)
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 - [Key Performance Areas](#)
 - [Key Results Areas](#)
 - [Outcomes](#)
- [Worker Requirements](#)
 - [Levels of Contact](#)
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Personal Information

Name

ID Number

Employee Number

Job Title Advertising Manager

Job Grade Castellon : 7

Occupational Level Level C : Professionally qualified, experienced specialists and mid-management

Title Description Plan and direct advertising policies and programmes or produce collateral materials, such as posters, contests, coupons, or give-aways, to create extra interest in the purchase of a product or service for a department, an entire organization, or on an account basis.

Tasks

Description	Role	Frequency	Importance
- Confer with clients to provide marketing or technical advice.	-	-	-
- Confer with department heads and/or staff to discuss topics such as contracts, selection of advertising media, or product to be advertised.	-	-	-
- Coordinate activities of departments, such as sales, graphic arts, media, finance, and research.	-	-	-
- Coordinate with the media to disseminate advertising.	-	-	-
- Formulate plans to extend business with established accounts and to transact business as agent for advertising accounts.	-	-	-
- Gather and organize information to plan advertising campaigns.	-	-	-
- Track program budgets and expenses and campaign response rates to evaluate each campaign based on program objectives and industry norms.	-	-	-
- Assist with annual budget development.	-	-	-
- Consult publications to learn about conventions and social functions and to organize prospect files for promotional purposes.	-	-	-

Competencies

Networking

Group Managing Others

Description Readily establish relationships both inside and outside the organisation and maintain them over time. Effectively use their network to speed up progress toward goals.

Indicators

- Developing contacts with people outside of the immediate work unit.
- Maintaining contacts through periodic visits, telephone calls, correspondence, and attendance at meetings and social events.
- Using networks as a source of information and support.
- Access network to further the organisation's goals.
- Maintain a broad network of business associates.
- Readily establish relationships.

Teamwork

Group Managing Others

Description Able to work effectively in collaboration with and to contribute to the success of teams as a member and a leader

Indicators

- Builds cooperation, efficiency and service among team members.
- Collaborates with others to meet objectives.
- Expresses opinions and disagreements with tact and honesty.
- Fosters an environment that is motivating and encourages teamwork rather than individual competition.
- Promotes the use of the peer review system.
- Respects and empowers team members.
- Seeks multi-disciplinary input to improve projects.
- States opinions in value free language and treats everyone fairly.
- Understands the impact of stress upon others.
- Uses their knowledge of the research process, applied and fundamental, to encourage scientific networks aimed at common problems.

Workinfo.com's Job Description Compiler

Company Name: Workplace Performance Technologies

human resources for today's workplace

Current Job Title: Advertising Manager

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Factor 1. Knowledge

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Knowledge Guide for Business Administration

Covers professional jobs in recognized administrative fields such as human resources, budgeting, contracting, business analysis, marketing, real estate, and building management. Includes jobs such as sales managers, cost estimators, employment specialists, and purchasing agents.

*For Supervisory Positions, please consult the Help File before proceeding with the Job Grading exercise.

Example Jobs Titles

General and Operations Managers; Sales Managers; Administrative Services Managers; Financial Managers; Compensation and Benefits Managers; Training and Development Managers; Human Resources Managers; Industrial Production Managers; Purchasing Managers; Transportation, Storage, and Distribution Managers; Farm, Ranch, and Other Agricultural Managers; Farmers and Ranchers; Construction Managers; Education Administrators, Preschool and Child Care; Center/Program; Education Administrators, Elementary and Secondary School; Education Administrators, Postsecondary; Education Administrators, All Other; Engineering Managers; Food Service Managers; Funeral Directors; Gaming Managers; Lodging Managers; Property, Real Estate, and Community Association Managers; Social and Community Service Managers; Managers; Agents and Business Managers of Artists; Performers, and Athletes; Purchasing Agents and Buyers, Farm Products; Wholesale and Retail Buyers, Except Farm Products; Purchasing Agents, Except Wholesale, Retail, and Farm Products; Cost Estimators; Emergency Management Specialists; Employment, Recruitment, and Placement Specialists; Compensation, Benefits, and Job Analysis Specialists; Training and Development Specialists; Human Resources, Training, and Labor Relations; Specialists; Logisticians; Management Analysts; Meeting and Convention Planners; Business Operations Specialists; Appraisers and Assessors of Real Estate; Budget Analysts; Credit Analysts; Financial Analysts; Personal Financial Advisors; Insurance Underwriters; Loan Counselors; Loan Officers; Tax Examiners, Collectors, and Revenue Agents; Tax Preparers; Financial Specialists;

Description	Points
Entry-level knowledge of the principles and methods of human resources, budgeting, contracting, logistics management, realty appraisal, or other administrative field. Knowledge permits the employee to carry out basic recurring tasks and routine portions of assignments while gaining familiarity with the establishment's policies and goals.	750

Example	Points
Composes help-wanted advertisements for common jobs such as bank tellers, office assistants, and laborers.	
Practices cost-control methods to plan national routing and shipping of household goods.	
Studies the functions and methods of a small manufacturer to assist in the layout of offices, shops, and fabrication areas to streamline workflow.	

Points	Example
750	

Description	Points
Knowledge of the principles and methods of human resources, budgeting, contracting, logistics management, realty appraisal, or other administrative field. Knowledge permits the employee to complete assignments by applying established methods to recurring types of projects or to projects/problems susceptible to well-documented precedents.	

Example	Points
Recruits and screens applicants for a wide variety of traditional jobs for many employers and temporary agencies where applicant supply is adequate, and benefits and compensation packages are simple and competitive.	

Description	Points
Drafts packages to justify rate increases for a small municipal electric company, drafts form letters to notify consumers of proposed increases, and responds to questions from customers regarding the proposed/final changes.	

Description	Points
Manages a small multipurpose commercial building providing space for medical offices, laboratories, legal firms, and insurance agents. Ensures that maintenance contracts are established and monitored; checks smoke detectors and fire suppression systems; arranges for repairs and remodeling; and keeps documents such as certification of elevator safety, building permits, and rent and tax payments.	

Example	Points
Prepares budget, business plan, profit and loss (P&L) statements for a firm.	

Workinfo.com's Job Description Compiler

Company Name: Workplace Performance Technologies

human resources for today's workplace

Current Job Title: Advertising and Sales Manager

Home	Manage Company	Create Job Description	Help	Logout
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		Create Full Job Description	View Licence Information	

Tasks - Currently processing tasks for:

Job Compiler

Title & Description

Tasks

Task Titles

Primary Tasks

Occupational Ratings

Job Grade

Occupational Level

Occupational Category

Competencies

Managing Self

Managing Others

Managing the Job

Specialised

User Defined

Grading Factors

Factor 1. Knowledge

Factor 2. Job Controls and Complexity

Factor 3. Contacts

Factor 4. Physical Environment

Performance

Key Performance Areas

Key Results Areas

Outcomes

Worker Requirements

Levels of Contact

Basic Skills

Cross-Functional Skills

Knowledge

Education

Language Requirements

Tools & Technology

Experience Requirements

Experience & Training

Licensing

Training & Development

Qualifications

Accreditation

Job Zones

Worker Characteristics

Abilities

Interests

Work Styles

Occupational Requirements

Generalized Work

Activities

Organisational Context

Work Context

OFO Codes

Job Description Compiler

Report

Tasks

Role

Frequency

Importance

Tasks	Role	Frequency	Importance
<input checked="" type="checkbox"/> Consult with company officials, sales departments, and advertising agencies in order to develop promotional plans.	Manager	Monthly	Essential
<input type="checkbox"/> Deliver advertising or illustration proofs to customers for approval.			
<input type="checkbox"/> Draw up contracts for advertising work, and collect payments due.			
<input type="checkbox"/> Explain to customers how specific types of advertising will help promote their products or services in the most effective way possible.			
<input type="checkbox"/> Identify new advertising markets, and propose products to serve them.			
<input type="checkbox"/> Locate and contact potential clients in order to offer advertising services.			
<input type="checkbox"/> Maintain assigned account bases while developing new accounts.			
<input type="checkbox"/> Prepare and deliver sales presentations to new and existing customers in order to sell new advertising programmes, and to protect and increase existing advertising.			
<input type="checkbox"/> Prepare promotional plans, sales literature, media kits, and sales contracts, using computer.			
<input type="checkbox"/> Process all correspondence and paperwork related to accounts.			
<input type="checkbox"/> Provide clients with estimates of the costs of advertising products or services.			
<input type="checkbox"/> Recommend appropriate sizes and formats for advertising, depending on medium being used.			
<input type="checkbox"/> Arrange for commercial taping sessions, and accompany clients to sessions.			
<input type="checkbox"/> Attend sales meetings, industry trade shows, and training seminars in order to gather information, promote products, expand network of contacts, and increase knowledge.			
<input type="checkbox"/> Determine advertising medium to be used, and prepare sample advertisements within the selected medium for presentation to customers.			
<input type="checkbox"/> Gather all relevant material for bid processes, and coordinate bidding and contract approval.			

Workinfo.com Membership Benefits

HR POLICIES & PROCEDURES

You will have access to our comprehensive database of human resource policies and procedures covering every facet of the employment relationship and workplace practices. We have over 1000 human resource policies and procedures, links and references. Our current database includes:

- Pro forma human resource policies and procedures
- Legal guides to employment practices & procedures
- Legal guides to the CCMA

EMPLOYMENT LEGISLATION

You will have FREE online access to:

- Labour Relations Act, Skills Development Acts, Basic Conditions of Employment Act, UIF, OHS, COIDA, Employment Equity Act and the Income Tax Act
- Codes of Good Practice on Maternity, AIDS / HIV, Dismissal, Retrenchment, Employment Equity, Picketing, Working Hours
- Regulations and Gazetted Notices, International Labour Law, Conventions & Recommendations

IR POLICIES & PROCEDURES

We provide an extensive directory of industrial relations policies and procedures. These policies and procedures ensure compliance with the Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Skills Development Act as well as the host of Codes of Good Practice and other employment legislation.

- How to conduct disciplinary hearings, dealing with Trade Unions, presenting your case in the CCMA, conducting arbitrations, wage negotiations and retrenchment

TRAINING & DEVELOPMENT

You will have access to our Training and Development directory of articles, references and research resources. Aside from our own content written by leading South African Instructional Designers, we also provide you with numerous links to free down loads of training programmes, ROI resources, Instructional Design programmes, job competency questionnaires and much more.

- Supervisory and Management Training Programmes
- Workplace Aids, Smoking, Alcohol and TB Awareness
- Workplace Violence Awareness and Prevention
- Managing Employee Conduct and Performance

Online Manuals

The following online manuals are included in the annual membership fee to Workinfo.com:

HUMAN RESOURCES POLICIES AND PROCEDURE MANUAL

Contains over 600 pages of detailed pro-forma policies and procedures. Creating your company's Human Resources Manual has never been easier.

EMPLOYMENT EQUITY IMPLEMENTATION MANUAL

This 600 page manual is designed to help organizations set up and self-administer an employment equity plan. Covering the Employment Equity Act, and reviewing international equity plans and diversity programmes, this extensive manual delivers solid, practical advice to help you through the EE process.

WORKFORCE AND SUCCESSION PLANNING MANUAL

Workforce and Succession Planning ensures that "the right people with the right skills are in the right place at the right time." Planning for human resource needs is one of the greatest challenges facing managers and leaders. In order to meet this challenge, a uniform process that provides a disciplined approach for matching human resources with the anticipated needs of the company, is essential.

WORKPLACE COMMUNICATIONS MANUAL

This comprehensive electronic manual contains detailed policies, procedures, guidelines and templates in order to implement an effective communication strategy for your organisation.

RETRENCHMENT MANUAL

If you are preparing for retrenchments this manual will help you to follow the correct procedures to avoid ending up in court. Defending a poorly managed retrenchment process in court will cost you time and money. You may even end up worse-off despite the savings you achieved by reducing staff.

TRAINING MANUAL

Customise this comprehensive generic training manual for your company. It covers all aspects of the course details, administration and Workplace Skills Development.

DEVELOPING A HR STRATEGIC PLAN – MANUAL AND TEMPLATES (NEW)

A Human Resource Strategic Plan provides a framework to guide the application of all aspects of a company's human resource practices. It identifies a long-term vision, supporting success factors, and the most immediate priorities needed to achieve the business strategy. Don't let your HR department get left behind by the business. Start planning your HR Business Strategy now.

TALENT MANAGEMENT MANUAL (NEW)

This manual covers the full spectrum of attracting, retaining and managing talent in the workplace. Users will

learn how to analyse the internal and external environments, attract or find the right talent, keep them engaged with the organisation, ensure that their managers are able to instil commitment and loyalty from them by providing the right opportunities so that both they and the organisation benefit.

COACHING AND MENTORING MANUAL (NEW)

Do you need to maximise knowledge transfer, increase skill levels and implement succession planning. If so - you need to implement coaching and mentoring. Coaching and mentoring helps both organisations and mentees to address organisational change initiatives by paying full attention to the part people play in this process. Specifically, coaching and mentoring can help to achieve the following necessary elements of an organisational change process: reconciling individuals' goals and attitudes with organisational goals and culture, providing a challenging but supportive environment for exploring options and give individuals the opportunity to achieve real learning at all levels.

Workinfo.com Workshops

We conduct regular public and in-house training workshops on the following HR and IR related topics:

1. Developing an HR Business Strategy
2. Workforce and Succession Planning Workshop
3. Industrial Relations Workshop
4. Employment Equity Committee Training
5. Guidelines for Internal Statutory Committees (EE and / or SDC)
6. Managing for Diversity Workshop
7. Coaching and Mentoring
8. Talent Management
9. Recruitment and Selection
10. Workplace Communications Workshop
11. Wage Negotiation Management Support Workshop
12. Workplace Violence Prevention course
13. Basic HR for Line Managers
14. Interpersonal Skills
15. Powerful Interpersonal Supervisory Skills - Managing the Power of Expectations
16. Time Management
17. Introduction to Human Resource Management
18. Preparing for Retrenchments
19. Sexual Harassment for Managers
20. Sexual Harassment for Employees
21. Time Management for Working Mothers

We can also customise training courses to suit our client's needs.

Visit our website, www.workinfo.com, to view the training calendars for the various regions.

For more information regarding our workshops please contact:

Michelle du Toit

Director: Sales and Marketing

Tel: +27 (0)861 967 5463(Office)

Tel: +27 (0)11 462-0982 (Office)

Fax: +27 (0)86 566 4094

Cell: +27 (0)83 232 2004

Email: michelle@workinfo.com

Workinfo.com Consulting

All Workinfo.com consultants are recognised professionals in their field of expertise. Collaborating together in a unique consortium, Workinfo.com consultants are able to offer its extensive customer base a broad and expert range of consulting services.

Areas of specialisation

- :: Industrial Relations Consulting Services
- :: Employment Equity Plans and Reports
- :: Forensic Investigations
- :: Skills Development
- :: Management Training
- :: Communications and Public Relations
- :: Human Resources Strategic Planning
- :: Health and Safety
- :: Workforce Planning
- :: Development of Human Resource Policies and Procedures

Gary Watkins

BA, LLB

Managing Director

C: 082 416 7712

F: 086 689 7862

E: gary@workinfo.com

Jaco Taljaard

B.Com Hons (Human Resources)

Director: Consulting Services

C: 082 454 6155

F: 086 689 7862

E: jaco@workinfo.com

Workinfo.com Job Description Compiler

The Workinfo.com Job Description Compiler™ helps you compile comprehensive job descriptions in a matter of minutes.

- Legally compliant
- Non-discriminatory
- Task specific
- Competency based

How does it work?

Simply choose from our library of thousands of jobs, then answer relevant multiple choice questions about tasks, qualifications, physical demands, supervisory responsibilities, performance competencies and work environment.

Edit and you're done!

A final job description containing the job title, job location information, tasks and required or preferred knowledge is produced. You can then copy it to your hard-drive for further development.

Features of the Job Description Compiler:

- Lists Occupational Groups and Categories
- Allows users to select from pre-compiled tasks linked to job titles and occupational categories
- Contains an extensive listing of competencies (including definitions, descriptions and indicators)
- Includes appropriate worker abilities, interests and work styles
- Built-in word processor lets you merge duties from multiple jobs and edit, print, and export your job descriptions.
- Add key competencies to better define job requirements.

For more information or to book an in-house demonstration, please contact:

Kim Sham

Tel: +27 (0)11 – 462-0982 (Office)

Email: kim@workinfo.com