JOB DEFINITION

Build high performers in all job roles and create pathways for career growth

Job Studies and Profiles

Do you need help in identifying your job roles, understanding progression or movement of those roles, and determining where skills can cross over between roles?

Our team can perform a detailed job analysis that identifies the knowledge and skill requirements for any job role. A job profile created from the analysis summarizes the accountabilities and qualifications needed for the job role at a determined performance level. Through this process, when multiple job roles are analyzed, our team can create an overarching framework to effectively assess, maintain, and monitor the knowledge, skills, and attributes of people throughout your organization. The framework allows you to measure current competency levels to verify that your staff members have the expertise needed to add value to the business in both current and future roles. These studies allow organizations to design career pathways and visualize movement from one role to another, and to identify new skills needed to successfully make the transition.

Work Instruction Development

Do you need help putting standard work documentation in place that is usable by all audiences at the moment they need it?

Our team can work with your technical subject matter experts to capture and document tasks for new work instructions or validate work instructions that may not have been reviewed in recent years. Our team will partner with your quality or continuous improvement team to detail steps, capture images, and develop documentation with an instructional designer's perspective that will result in easy-to-comprehend information that can be used for new-to-role or refresher training. Our team can also convert those detailed work instructions into critically accessible job aids, used for just-in-time learning moments.

Learning Strategies

Do you need help understanding how to train your employees to be your next high performers through a standardized approach?

Based on sound job analysis techniques, our team can design a blended learning plan that guides the development of your workers toward a desired performance expectation. Strategies can include effective and efficient design for both onboarding and incumbent training and development programs. Individualized learning plans provide aggregate courses of study for a given role within independent, classroom, or on-floor learning environments, which are arranged in a sequential, instructional manner to uniformly develop your employees to the level needed for the desired performance. Plans are designed with flexibility, so individuals can enter the learning plan at various points depending on their proven competency and/or the needs of the business.
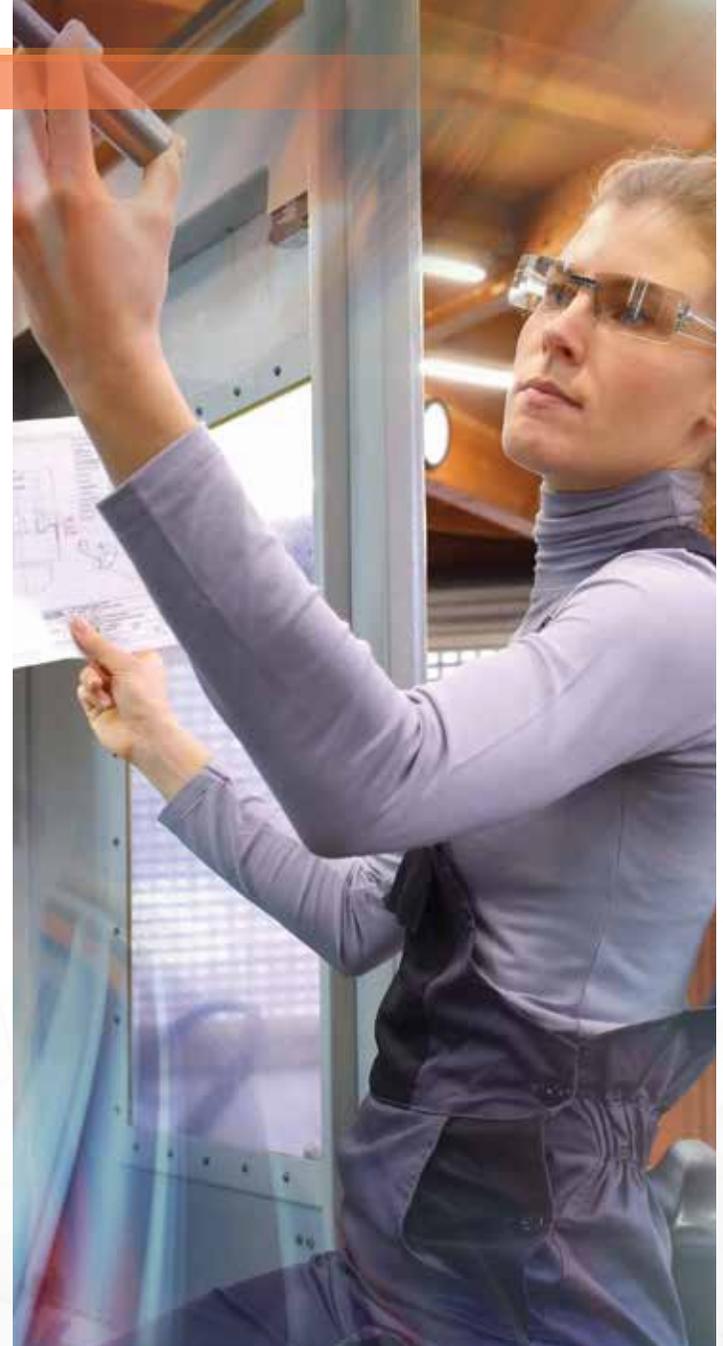
Learning plans include a blended approach to learning that can include online and classroom learning as well as skill labs, micro-learning, new technologies, on-the-job training, and ongoing performance support. Our team can develop all content identified and defined by the learning plans, as well as provide support to crosswalk and align existing content, both internal and external, that meets the plan's learning objectives. More advanced strategies can focus on cross-training programs that act as a countermeasure when workflows become unbalanced and you need a more agile workforce.

TRAINING THAT DELIVERS ROI

Tooling U-SME's Job Definition service provides:

▍ Definition of job role accountabilities

▍ Role comparison for pathways or cross-training

Common deliverables include:

▍ Job profiles

▍ Competency-based frameworks

▍ Progression models

▍ Work instructions

▍ Learning plans

Positive business impacts:

▍ Direct costs: Increased productivity, quality, and safety

▍ Indirect costs: Improved employee engagement

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