

Job Analysis and Occupational Analysis

Two important analysis techniques provide useful information about jobs and occupations. The one, job analysis, is likely the more familiar term in companies and documents what is done related to a defined title or role in a specific work setting.

The other, occupational analysis, may appear the same as a job analysis, but it documents what is done across more than one work setting and includes extensive contextual information such as labor market demand and salary expectations as well, which can be used for career guidance. Both techniques ultimately inform the design of training and educational programs.

How to conduct these fundamental techniques often puzzles and even intimidates learning and development professionals, especially when complex information is involved. The question is often asked: What role could a person play in gathering the information who is unfamiliar with the work? In fact, the techniques depend on the ability of content-free facilitators to objectively gather and synthesize the information into useful form. Being a facilitator requires understanding the underlying principles and the process. That's where we can help.

SiTUATE, LLC. has over 40 years experience in consulting and conducting workshops on these techniques. Indeed, we wrote the most comprehensive book on the broader topic of work analysis. Beyond these services, we want clients to learn the techniques as well. How many consulting firms include that goal as part of their client agreements?

Here's a summary of what do:

- We conduct the job analysis or occupational analysis as agreed.
- We identify standards from the analyses to guide using the information.
- We prepare proof-of-concept examples on how to use the information.
- We develop clients to conduct the techniques and use the information.

SiTUATE, LLC., is a global learning and development consulting firm that has introduced SiTUATE, the innovative instructional management system that supports using planned approaches in the workplace.

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