

JOB TASK ANALYSIS

(Course Information)

Introduction

This is a two-plus-two week training course. The first two weeks of class provide the necessary theory and inputs. Two extra weeks of credit are possible for those completing and defending the practicum assignments within six-months after the class. The class will be conducted in English.

- *Conduct a procedural task analysis*
- *Conduct task simulations*
- *Conduct a task decomposition*
- *Write a job-task analysis report*

Course goals

At the end of the course, participants will be able to:

- Use various techniques for obtaining job data
- Use various techniques for validating job data
- Use various techniques for obtaining task data
- Prepare job and task reports
- Speak a common language of instructional development terms

Who will benefit

This course is appropriate for Trainers, instructors of training institutions, instructional designers, and curriculum developers. No previous course is required. However, participants will benefit from having had DACUM Facilitator Training as well as Training of Trainers.

Areas covered in the course

PREREQUISITE or SUPPORT

- *ISD – analysis phase*
- *Write terminal performance objectives*
- *Action verbs - general*
- *Action verbs – trade specific*
- *Develop questionnaires*

JOB ANALYSIS

- *Conduct occupational research*
- *Verify occupational research*
- *Conduct a job analysis*
- *Collect job data – The DACUM process*
- *Conduct a rapid job analysis*
- *Collect task data – questionnaires*

TASK ANALYSIS

- *Overview of task analysis*
- *Conduct a hierarchical task analysis*
- *Conduct task observations*

For further inquiries, please contact:

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