

Job Crafting

Redesign what you do without changing your job: a seven-session course in finding meaning and purpose exactly where you are.



**AMALGA
TRAINING**

COURSE TYPE

Short Course

Value added · unaccredited

DURATION

7 Sessions

2 hours per session

CERTIFICATE

Attendance

Issued by Amalga Training

WHO ATTENDS

All Professionals

No prior learning listed

About this Course

Job crafting is the art of taking proactive steps to redesign your work life. Instead of waiting for management to change your role, this programme empowers you to stay in your current position while getting more meaning out of it. Over seven two-hour sessions delegates learn to strategically adjust three core areas: the tasks they actually do day to day, the relationships they hold with colleagues and stakeholders, and how they view the purpose and impact of their own work.

Who Should Attend

The course is open to **all professionals**:

- ▲ **Employees** who want more meaning from the role they are already in.
- ▲ **Managers and team leaders** looking to redesign how their work gets done.
- ▲ **HR and wellness practitioners** running engagement or employee wellness programmes.

By the end of the course, a delegate will be able to:

Craft the tasks

01

Refine what they actually do on a daily basis.

Craft the relationships

02

Enhance how they interact with colleagues and stakeholders.

Craft the perceptions

03

Change how they view the purpose and impact of their work.

COURSE PATHWAY ► THREE CORE AREAS ACROSS SEVEN SESSIONS, THEN A CERTIFICATE OF ATTENDANCE

1 MODULE

Tasks

1 Topic

What the work consists of, day to day.

2 MODULE

Relationships

1 Topic

Who the work is done with.

3 MODULE

Perceptions

1 Topic

What the work is taken to mean.

★ FINAL

Certificate

Attendance

Issued on completion of the seven sessions.

Three core areas over seven sessions

The course works through the three areas a person can adjust without changing job: what the work consists of, who the work is done with, and what the work is taken to mean. Each is worked on in turn across the seven two-hour sessions.

3

CORE AREAS

7 sessions · 2 hours each

MODULE 1

Crafting Your Tasks

1 TOPIC

The first core area: the actual content of the working day, and which parts of it can be reshaped from where you sit.

► Tasks

Refining what you actually do on a daily basis.

MODULE 2

Crafting Your Relationships

1 TOPIC

The second core area: the people the work runs through, and the quality of those working relationships.

► Relationships

Enhancing how you interact with colleagues and stakeholders.

MODULE 3

Crafting Your Perceptions

1 TOPIC

The third core area: the meaning given to the work, which is where a job stops being another day, another dollar.

► Perceptions

Changing how you view the purpose and impact of your work.

Certification & Benefits

Each delegate receives a certificate of attendance on completion of the seven sessions. As value added training, the course contributes to:

- ✓ Employee wellness
- ✓ Mandatory grant (MG) spend
- ✓ B-BBEE skills development
- ✓ Value added training