

# FEDERATION OF INTERNATIONAL CIVIL SERVANTS' ASSOCIATIONS (FICSA)

## TRAINING WORKSHOP FOR STAFF REPRESENTATIVES ON WRITING JOB DESCRIPTIONS



*Hosted by the ITU Staff Union  
(Geneva, 25 April 2018)*

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*(Room M, Montbrillant Building)*

*The course will run from 09h00 to 17h00 with an hour for lunch and 2 coffee breaks*

### **PROVISIONAL AGENDA**

- Organizational differences
- Connection to job classification
- Standard techniques, such as use of action verbs, direct language, and covering all elements required for job classification
- Award of attendance certificates
- Closure of the workshop