# Writing a Useful Position Description for Supervisory Staff

## Overview
Position descriptions are foundational to building and managing a talented and engaged workforce. Improve your understanding and skills in developing position descriptions that contribute to your success in effectively recruiting the right talent, compensating correctly, establishing performance standards and informing employee development.

## Objectives
At the end of this session, you will be able to:
- Identify the elements of a position description
- Describe uses for a position description
- Create or revise position descriptions
- Determine essential job functions
- Write descriptive job functions and duties
- Review the UB Position Description form
- Identify resources - Don't recreate the wheel

## Core Competencies
- Workforce Management
- Leadership/Achievement Orientation

## Approach
Lecture, discussion, group exercises

## Target Audience
All supervisory staff and faculty responsible for developing staff position descriptions are required to attend.

## Time Length
3 hours

## Additional Instructions: