



PROUDLY PRESENTS

Recruiting Workshop

What's in it for you?

Recruiting is arguably the most important activity of any team leader. The effectiveness of your recruiting determines the quality of your people and their commitment to the organisation. If you have really good people, your chances of success in achieving your vision are hugely enhanced because your ability to deliver will be excellent.

Effective support from Human Resources staff enhances the ability of line managers to recruit the best people. This workshop is also designed to equip Human Resources staff with the knowledge and skill to provide the best support in this area.

This workshop provides participants with the knowledge and skill to recruit the right people for the job which will provide you with a much more successful organisation than if all of your people are not carefully selected.

Who should attend?

All team leaders who have the authority to appoint subordinates and all Human Resources staff accountable for providing recruitment support.

What are the objectives of the workshop?

To provide team leaders with the knowledge and skill required to recruit the best possible people, and to enable Human Resources staff to provide really effective support.

Content

 Introduction to Recruiting

 Recruiting technique in detail:

- Make sure the job is necessary and sensibly constructed.
- Revise or, if necessary, write a performance contract for the job.
- Prepare a person specification for the job.
- Decide what media to use to market the job to suitable candidates, including people inside and outside the enterprise.
- Market the job.
- Receive and analyse applications.
- Prepare a shortlist.
- Interview and check references.
- Notify the successful candidate - then unsuccessful candidates.
- Prepare for and receive the new person well.
- Review performance.



- 📁 Action Plans
 - What they are.
 - How and when to write them.
- 📁 Self-evaluation
- 📁 Templates and examples

Each workshop includes the vital skill of Action Planning!

This workshop is one of the building blocks of the world-class

T³ Leadership/Management System

A fully integrated system to run any enterprise, including hard and soft skills.

General Information

Price: Prices to be provided on request

Duration: One day

Kindly Contact:

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