

Effective Recruitment and Selection

Maximum Participants: 16

Duration: One Day

Timings: 09:30 – 16:30



Mike Phillips Training

Releasing potential through learning and development

Suitable for

Anyone involved in recruitment and selection of staff who wish to ensure they follow good practice when recruiting the most talented individuals with the attitude, skills and knowledge to reflect their organisation's mission and values.

Aim

To explore good practice when recruiting and selecting staff. You will consider a range of tools and techniques for recruiting and selecting the right staff to meet the needs of the organisation and the role.

Learning Outcomes

By the end of the course, you will be able to:

- Break down the recruitment process into concise tasks
- Be aware of the legal and equality framework for recruitment and selection
- List the criteria for an effective Job Description and Person Specification
- Discuss ideas for how and where to promote opportunities
- Choose the most appropriate selection methods both for short listing and for final selection
- Identify key challenges and issues for recruiting staff and strategies to deal with them
- Create a plan for the future effective recruitment, selection and induction of staff

You will also leave the course with:

- A sense of achievement
- A Personal Action Plan to take your learning further
- A toolkit of techniques and practical ideas for releasing your potential

Training Style

All courses are interactive, using diverse participatory, 'brain-friendly' training methods including: exercises; games/quizzes; handouts and workbook; small/large group discussion; skills practice and trainer input.

All courses are accompanied by a **Welcome Pack** (including some essential pre-course activities to prepare for learning) and a **'Bonus Pack'** after the training with additional tools, and follow-up activities to support transfer of learning to the workplace. (*email required)

Other Courses to consider (Visit my website for details of these and other courses)

- ➔ Decision-Making and Problem-Solving – Tools and Techniques
- ➔ Diversity: Cross-Cultural Awareness
- ➔ Diversity: Disability Awareness
- ➔ Diversity: LGBT Awareness
- ➔ Employment Practice
- ➔ Improving Your Time Management
- ➔ Interpersonal Communication Skills
- ➔ Succession Planning
- ➔ Supervision and Support
- ➔ Teambuilding – Getting Everyone to Pull in the Same Direction

• • •
"A valuable day. It was good to share ideas and leave with lots of practical suggestions and ideas."

I now have an action plan to move ahead with our process."

Course Participant
National Autistic Society

website

www.mikephillipstraining.co.uk

email

mike@mikephillipstraining.co.uk

phone

07949 826881