



Course Outline

Effective Recruitment and Selection

Minimum and Maximum Learners: 06 - 12 Duration: One Day Timings: 10:00 – 16:30

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 vision, 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:

- ☑ **Identify** the knowledge, skills, and attitudes needed to conduct full and fair recruitment and selection.
- ☑ **Outline** 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 future effective recruitment, selection and induction of staff.

Benefits of Attending

- ✔ Feel confident and ready to put your learning into practice.
- ✔ Take away a practical toolkit with proven techniques and ideas you can use straight away.
- ✔ Create a Personal Action Plan to apply your learning in your workplace.

Training Style

This course is highly interactive and uses engaging, 'brain-friendly' methods such as exercises, quizzes, group discussions, skills practice, storytelling and practical tools to support real-world application.

You'll receive a **Welcome Pack** with pre-course activities, a **Learner Workbook** during training, an **E-Book** on this topic and a **Bonus Pack** afterwards with extra tools and follow-up activities to help you put learning into practice. (*email required)

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

- ➔ Coaching Skills for Managers
- ➔ EDI: Disability Awareness
- ➔ EDI: Gender Identity and Gender Diversity Awareness
- ➔ EDI: Learning Disability Awareness
- ➔ EDI: LGBT+ Awareness
- ➔ EDI: Managing and Leading Equality, Diversity and Inclusion in the Workplace
- ➔ Employment Practice for Non-HR Staff
- ➔ HIV in the Workplace
- ➔ Internal Communication – Don't hear it on the Grapevine
- ➔ Managing Absence and Presenteeism in the Workplace
- ➔ Managing Change
- ➔ Managing Grievances and Discipline in the Workplace
- ➔ Managing Mental Health and Wellbeing in the Workplace
- ➔ Managing Volunteers
- ➔ Mental Health Awareness
- ➔ Mentoring Skills
- ➔ Motivating Staff for Peak Performance
- ➔ Teambuilding – Getting Everyone to Pull in the Same Direction

