€TRAINING

Recruiting Management

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Introduction:

Recruiting management is essential for an organization's success in attracting, evaluating, and hiring top talent. This intermediate-level program sharpens the skills required to manage the recruiting process strategically, focusing on workforce planning, advanced talent acquisition, and selection techniques. Participants will explore best practices in sourcing, hiring metrics, and leveraging technology to optimize recruitment processes.

Program Objectives:

By the end of this training program, participants will be able to:

- Refine advanced recruiting strategies and processes aligned with organizational objectives.

- Develop stronger skills in candidate sourcing and assessment techniques, including behavioral and technical evaluations.

- Optimize recruitment efficiency through the integration of technology and data analytics.

- Apply legal and ethical considerations to ensure a compliant and fair recruitment process.

- Implement strategies that foster diversity, equity, and inclusion within hiring practices.

Targeted Audience:

- Recruitment specialists aiming to enhance their skill sets.

- HR professionals with experience in talent acquisition.

- Mid-level managers involved in decision-making during the hiring process.

- Team leaders and supervisors responsible for recruitment.

- Intermediate-level HR consultants focusing on recruitment strategy.

Program Outline:

Unit 1:

Advanced Recruiting Strategies:

- Developing a comprehensive recruitment plan in line with business goals and growth strategies.

- Enhancing employer branding to attract highly skilled candidates.

- Implementing competency-based recruitment to assess candidate fit effectively.

- Advanced workforce planning and identifying talent gaps for future needs.

- Utilizing data analytics to improve recruitment KPIs and hiring success metrics.

Unit 2:

Sourcing and Candidate Attraction:

- Implementing advanced sourcing techniques through social media, professional networks, and specialized job boards.

- Building proactive talent pipelines through industry events and talent communities.

- Optimizing employer referral programs for higher-quality hires.

- Writing compelling job descriptions that align with the company's value proposition.

- Enhancing candidate experience and engagement throughout the recruitment lifecycle.

Unit 3:

Candidate Evaluation and Selection:

- Structuring interviews: balancing structured and unstructured approaches for different roles.

- Employing behavioral and situational interview techniques to assess real-world skills.

- Using psychometric assessments and skill tests to ensure technical proficiency.

- Identifying and mitigating unconscious bias in the evaluation process.

- Decision-making frameworks for selecting the best candidate based on data-driven insights.

Unit 4:

Recruitment Technology and Tools:

- Selecting and optimizing Applicant Tracking Systems ATS to streamline recruitment workflows.

- Incorporating AI and automation to improve candidate sourcing, screening, and scheduling.

- Utilizing video interviews and virtual assessments for remote hiring.

- Analyzing recruitment data and trends to make informed hiring decisions.

- Integrating recruitment marketing tools for targeted outreach and employer branding.

Unit 5:

Legal and Ethical Considerations in Recruitment:

- Navigating employment laws, regulations, and compliance requirements in recruitment.

- Maintaining ethical recruiting practices while protecting candidate privacy and data security.

- Fostering diversity, equity, and inclusion by embedding these principles into the recruitment process.

- Avoiding discriminatory practices during recruitment, selection, and onboarding.

- Negotiating contracts and understanding the legal framework for employment terms.