

€ TRAINING

Recruitment Business Skills and Best Practices





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Introduction:

This training program addresses the Recruitment Challenges in the 21st Century, including the Legal Aspects in Recruitment. Through it, participants will gain a multi-discipline understanding of the issues, ensuring that when they make proposals or decisions on their job, they consider the needs and expectations of ALL stakeholders/customers.

Program Objectives:

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

- Understand how technical and process align to the needs and expectations of stakeholders/customers internal and external.
- Align technical and process practices to organizational strategic objectives.
- Implement good management practices, meeting requirements and recommendations of relevant industry standards.
- Make dramatic process improvements, including productivity enhancements, product and service differentiation, and generally exceeding stakeholder/customer expectations.

Targeted Audience:

- All HR Professionals & Managers.
- Supervisors & Managers who wish to Gain an Insight into what it will take to get Superior Performance.

Program Outlines:

Unit 1:

Advanced Recruitment Strategies:

- Recruitment Challenges in the 21st Century.
- Legal Aspects in Recruitment National & International.
- Setting Recruitment Objectives in line with Organizational Vision, Mission, Strategic Objectives, or Quality Policies.
- Outsourcing Recruitment.

Unit 2:

Recruitment Business:

- Recruitment Policy.
- Needs Forecasting.
- Recruitment Internal and External Sources.
- Manpower Planning.
- Recruitment Implementation.
- Recruitment Control & Evaluation.
- Dealing with Surplus.
- Recruitment & Selection.

Unit 3:

Quality Assured Performance of Recruitment Processes:

- Identifying Vacancies.
- Preparing Job description.
- Publicizing the Vacancy.
- Receiving Applications and Shortlisting Applicants.
- Line Manager and Peer Interviews.
- Final Selection Evaluation.
- Appointment Process.
- Induction Training.

Unit 4:

Best Practices in Recruitment Management:

- Selecting Technology including IT for Recruitment.
- Customer-Centric Management.
- Leadership Activities.

- Good Practices for Managing Recruitment.

Unit 5:

Trends and Best Practices in Recruitment:

- Jobseeker Behavior.
- Social Media.
- Poaching.
- eRecruitment.
- Recruitment Consultants.
- Overseas Recruitment.