€TRAINING

Recruitment Business Skills and Best Practices

3 - 7 March 2025
Milan (Italy)

Recruitment Business Skills and Best Practices

REF: H967 **DATE:** 3 - 7 March 2025 **Venue:** Milan (Italy) - **Fee:** 5940 **Euro**

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.