

Recruitment

Effective recruitment and selection skills and toolkit

“One day programme that provides managers with skills and techniques to recruit and select the best applicants”

What makes this course different?

Whilst the mechanics of a structured approach to recruitment and selection are important, it is recognised, that the success of selection decisions are largely determined by interviewing skills and behaviours. This 1 day programme uses an interactive mix of **drama based training**, skills practices and discussion.

Participants will actively practice interviewing techniques throughout the day. This includes working with **actors** and colleagues to test, trial and consolidate enhanced behaviours and skills so maximising the reality and retention of the learning.

All participants take away a comprehensive **Toolkit** that will help at any stage in the future to apply both the structures and skills taught in the programme. These include over 120 behavioural based questions, decision matrixes and interview templates.

Electronic updates to the Toolkit will also be provided for the following three years

BOOKING INFORMATION

Price person: £425 + VAT

Fee includes comprehensive toolkits and updates for three years.

Excludes accommodation.

If you wish to send 3 or more participants on the same date, the price is reduced by 15%.

FOR DATES, VENUES AND TO BOOK

Phone **0780 855 5025** or go to **www.vadispeople.com**

This programme can be customised and run in house for you from £2000.

Are you selecting the right people?

Recruiting is potentially the single most important activity that impacts a teams performance capability. With Academic studies suggesting that excellent recruits can be between 200% and 600% more productive than average recruits, it is little wonder that the focus is changing away from specific technologies and on to the **right competencies, personal behaviours and attitudes**. This course will change how you measure these skills for ever.

Are you getting optimum value from recruitment activities?

According to the Chartered Institute of Personnel and Development, the average direct cost of recruiting is at least £4000 per employee. Yet this is small change when you consider the average indirect cost of getting the wrong person is closer to £20,000. You will mitigate these risks using the techniques shared in this programme.

Are you conducting recruitment fairly and within the law?

There are over 14 different acts that govern or impact on recruitment procedure. Ensuring fair and legal practices demands clarity of what is correct and how best applied. Anyone attending this programme receives a best practice framework to ensure they meet all applicable legal requirements.

Who should attend?

Any manager or supervisor required to recruit and interview.

What are the learning outcomes?

A structured recruitment and selection process;

- Agreeing job outlines/person specifications that drive your selection
- Short listing
- Interviewing and other selection methods: Designing and setting up interviews
- Effective decision making: Assessment templates
- Getting the most out of your recruitment agent

Understanding the benefits and limitations of aptitude and other assessment techniques;

- Best practice principles, Tools of relevance, and insight tests

Recruitment related employment legislation and its practical implementation including a resource toolkit for guidance

Increased effective selection interviews;

- Effective question selection
- Behavioural based interviewing
- Probing to increase accuracy of decision making
- Active listening

Implementing effective, structured induction activities

- Designing induction checklists and programmes

Previous programme evaluation confirms tremendous financial return on investment through process simplification, increased productivity and increased legal protection