TRAINING OUTLINE

COURSE TITLE	Talent Hunting "Determine your best potential talents"
DURATION	1 day

Introduction

Talent hunting is the process of attracting, identifying, selecting, and onboarding individuals with the right skills, qualifications and other performance attributes that fit job vacancies within the organization. As we are hardly knowing our prospecting candidates, it's hard to quantify their suitability. To get the right fits, using the right tools for selection is extremely crucial.

Wrong hire led to multiple issues in employment relations. Besides wasting time and the cost of hiring (1.5-time candidate's annual salary), some cases may end up with litigation. We hire for attitude and train for skills! We hire for potential!

Training Objective

At the end of this program, the participants are expected to be able to

- *Pre-hiring* – What to prepare before hunting for talents.
- *During-hiring* – Determine the best combination of tools and methodologies in selection process.
- *Post hiring* – Setting right expectations, layout playground for psychological contract.

Who Should Attend?

All hiring manager or someone who is involves in hiring new talents e.g., Department Heads, Staffing HR personnel, People Managers and Supervisors.

Learning Methodologies

- Learning module
- Workbook
- Video
- Case study
- Simulation

Course Content

Module 1: Pre-Hiring – Recruitment Planning
Sub-module 1.1: Resource Planning (Time: 9:00 a.m. – 9:30 a.m.)
Training method: Lecture-based

- The trainer will explain the importance of workforce resource planning in identifying organisational manpower requirements. Participants will learn how to forecast staffing needs, identify workforce gaps and align recruitment plans with organisational objectives through structured explanations and guided discussions.

Sub-module 1.2: Skill Inventory (Time: 9:30 a.m. – 10:00 a.m.)
Training method: Lecture-based

- The trainer will explain the concept and importance of a skill inventory in identifying employees' existing competencies, knowledge and abilities. Participants will learn how to identify skill gaps and match available competencies with organisational requirements through structured explanations and a review of a sample skill inventory.

Sub-module 1.3: Job Description Development (Time: 10:00 a.m. – 10:45 a.m.)
Training method: Lecture-based

- The trainer will explain the principles of job analysis and the essential components of an effective job description, including job responsibilities, qualifications, competencies and selection criteria. Participants will learn how job descriptions support recruitment planning and candidate assessment through trainer explanations and sample job description reviews.

Sub-module 1.4: Recruitment Planning Application (Time: 10:45 a.m. – 11:15 a.m.)
Training method: Experiential learning

- Participants will analyse a recruitment case study to identify a staffing gap, determine the required competencies and recommend appropriate recruitment requirements. The trainer will facilitate the activity and provide feedback on participants' proposed solutions.

11:15 a.m. – 11:30 a.m.: Morning Break

Module 2: During-Hiring – Talent Attraction and Selection
Sub-module 2.1: Building a Talent Pool (Time: 11:30 a.m. – 12:00 p.m.)
Training method: Lecture-based

- The trainer will explain the concept and importance of talent pools in recruitment. Participants will learn how to identify potential candidates, maintain candidate databases and establish a pool of qualified individuals to meet current and future recruitment needs.

Sub-module 2.2: Attracting Suitable Talent (Time: 12:00 p.m. – 12:30 p.m.)
Training method: Lecture-based

Course Content

- The trainer will explain strategies for attracting suitable candidates, including employer branding, recruitment channels and effective job advertisements. Participants will learn how to select appropriate recruitment methods and communicate job opportunities to attract candidates with the required qualifications and competencies.

12:30 p.m. – 1:30 p.m.: Lunch Break

Sub-module 2.3: Shortlisting Candidates (Time: 1:30 p.m. – 1:45 p.m.)
Training method: Experiential learning

- Participants will perform a guided resume-screening exercise using sample candidate profiles and a job description. They will assess applicants' qualifications, relevant experience and competencies against the stated job requirements, apply shortlisting criteria and identify suitable candidates. The trainer will review participants' decisions and provide feedback.

Sub-module 2.4: Selecting the Best-Fit Candidate (Time: 1:45 p.m. – 2:15 p.m.)
Training method: Experiential learning

- Participants will complete a candidate selection case study by evaluating sample interview responses and candidate assessment information against predetermined job requirements. They will apply competency-based selection criteria, identify potential selection bias and compare candidate suitability. The trainer will facilitate the evaluation and provide feedback on the selection decisions.

Sub-module 2.5: Making Selection Decisions (Time: 2:15 p.m. – 2:45 p.m.)
Training method: Lecture-based

- The trainer will explain how to consolidate candidate assessment results, compare shortlisted applicants and make evidence-based recruitment decisions. Participants will learn how to justify their selection recommendations based on qualifications, competencies, interview performance and job suitability.

Module 3: Post-Hiring – Integration and Talent Management
Sub-module 3.1: Effective Onboarding (Time: 2:45 p.m. – 3:15 p.m.)
Training method: Lecture-based

- The trainer will explain the purpose and importance of an effective onboarding process in helping new employees adapt to the organisation. Participants will learn about organisational orientation, role familiarisation, workplace policies and procedures, and the introduction of new employees to their teams.

3:15 p.m. – 3:30 p.m.: Afternoon Break

Sub-module 3.2: Setting Expectations (Time: 3:30 p.m. – 4:00 p.m.)
Training method: Lecture-based

Course Content

- The trainer will explain how managers can establish clear job responsibilities, performance standards and measurable objectives for newly hired employees. Participants will learn how to communicate expectations, establish performance review processes and provide constructive feedback through explanations of sample performance objectives.

Sub-module 3.3: Understanding the Psychological Contract (Time: 4:00 p.m. – 4:30 p.m.)

Training method: Lecture-based

- The trainer will explain the psychological contract, focusing on mutual expectations, perceived promises and obligations between employers and employees. Participants will learn how unmet expectations may affect trust, employee engagement, job satisfaction and retention through trainer explanations of workplace examples.

Sub-module 3.4: Managing a Wrong Hire (Time: 4:30 p.m. – 5:00 p.m.)

Training method: Experiential learning

- Participants will analyse a case study involving an employee who does not meet job expectations. They will identify potential causes of poor job fit, assess performance and competency gaps, and develop an action plan that may include feedback, coaching, additional training or reassignment where appropriate. The trainer will facilitate the discussion and provide feedback on the proposed solutions.