TRAINING OUTLINE

COURSE TITLE	Recruitment & Selection In The Modern Workplace
DURATION	1 day

Introduction

In the quest to build high-performing teams, the ability to identify and select top talent is paramount for hiring managers. Finding the right person for the job is critical in ensuring that the team accomplishes its best work while achieving organizational goals. This 1-day program equips hiring managers with the skills and techniques necessary for conducting behavioural event interviews (BEI) that reveal a candidate's potential and cultural fit, as well as focusing on building the organizations' EVP. In gaining these skills and knowledge, participants will play a pivotal role in shaping their organization's future success.

Training Objective

Completing this course will enable Hiring Managers to:

- Understand and apply a structured recruitment framework
- Define and develop a compelling Employer Value Proposition
- Craft effective behavioural interview questions for better hiring decisions
- Demonstrate the ability to make sound hiring decisions

Who Should Attend?

- Hiring Managers
- HR executives
- Non-HR professionals who are responsible for recruitment activities

Learning Methodologies

Interactive presentations, case studies, role-play

Course Content

9:00 am – 1.00 pm

Module 1: Understanding & Streamlining the Recruitment Process

- Introduction to program objectives and ground rules
- The Ideal Recruitment Process
- The Impact of Poor Hiring Decisions
- Activity: Scenario Analysis on Wrong Hires (impact, consequences, learning points)

Module 2: Employer Value Proposition (EVP) and Candidate Experience

- What is Employer Value Proposition (EVP)?
- Candidate Experience Journey
- Case Studies: Review of various organisational EVPs
- Activity: Creating a Company's EVP

2.00 pm – 5.00 pm

Module 3: Mastering Interviewing Techniques

- Types of Interview Techniques & Their Focus
- Introduction to Behavioural Event Interviewing (BEI) & Structuring Interview Questions
- Activity: Structuring BEI Questions

Module 4: Interview Do's & Don'ts

- Addressing Interview Bias
- Recognizing Red Flags
- Activity: Personal sharing of interview experiences

Wrap-up, key takeaways, action plan

End