

Recruitment and Selection

Course code: HR2

Duration: 5 Days

Delivery method: Five 3-hour Online Zoom Sessions

About this course:

Who should attend?

- HR Directors who are in charge of designing a fit for business resourcing strategy, HR professionals who would like to enhance and update their knowledge of recruitment and selection, Resourcing managers who would like to enhance their recruitment skills to ensure ROI

By the end of the course delegates will be able to:

- To gain greater understanding of integrating business and resourcing strategy
- To understand the employee value proposition and how to develop, resourcing plan, retention and flexibility strategy
- To develop recruitment, selection and induction policies and obtain support from your senior managers
- To learn how branding impact quality of recruitment and how to create your brand
- To strengthen organisation on-boarding strategy to ensure ROI

Day 1 - Resourcing Strategy

- The strategic HRM approach to resourcing
- Integrating Business and resourcing strategies
- Workforce planning
- Employee value proposition
- Resourcing plan
- Retention strategy

Day 2 – The Recruitment Process

- An overview of the recruitment process
- Assessing the vacancy
- Understanding competencies
- Identifying knowledge, skills and behaviours
- Preparing effective job descriptions

Day 3 – Attracting Candidates

- Attracting the right candidates
- Employee value proposition
- e-Recruitment and social media
- Short-listing against your selection process

Day 4 – Selection Methods

- Understanding and using different selection methods
- Interviewing skills and techniques
- Competency based interviews
- How to ensure objectivity
- Evaluating candidates and making the right decision

Day 5 - Reward Strategy

- The purpose of induction
- The benefits of an effective induction programme -
- L&D's role in induction
- The induction process



Course bookings

In order to attend a BLS course, a written registration request must be sent by email to enquiries@blsuk.com

If the registration is accepted, the course administration department will issue the delegate with an acceptance letter and an invoice.

Payment

Course fees **MUST** be paid at least **two weeks prior** to the course commencement. Failure to make payment on time will result in an automatic cancellation.

Cancellations

Cancellations made up to seven days prior to course commencement will qualify for a full refund of the course fees. Cancellations made less than seven days prior to course commencement will not qualify for any refund.

All cancellation requests must be submitted in writing.

Language

Fluency in English is an essential requirement for attending courses at BLS.

Cheques

BLS will only accept a/c payee cheques that are made out to Business Learning Solutions Ltd. The invoice number and company name must be indicated clearly on the back. Cheques usually take up to five days to clear.

Substitutions

Delegates registered on any course can be substituted at any time without risk of a penalty. Substitution requests must be made in writing.