

Recruitment & Selection Masterclass



OPEN COURSE OUTLINE

1 DAY WORKSHOP

Recruitment & Selection Masterclass

This one-day workshop provides participants with a strong understanding of what makes effective recruitment and selection and creating an excellent candidate experience to make sure you attract, select and retain great staff and volunteers.

ABOUT THE COURSE

Inviting new people to come and work in our organisations is one of the most important decisions we'll take. And if we genuinely believe that 'people are our most important assets' then great recruitment should be non-negotiable. However, most of the evidence shows that too often we assume managers have the right skills and experience to recruit, without ever giving them the training or the tools they need to get it right.

This one day workshop provides participants with a strong understanding of what makes effective recruitment and selection and creating an excellent candidate experience to make sure you attract, select and retain great staff and volunteers.

WHO WILL BENEFIT?

The course is suitable for those who are new to recruitment and selection, as well as those that are experience but want to refresh and update their knowledge, including:

- Line managers
- Aspiring managers
- HR colleagues
- Senior leaders
- Volunteers and Trustees involved in recruitment

OBJECTIVES INCLUDE:

- Discuss the importance of, and good practice in, managing recruitment and selection
- Explore the different stages of an effective recruitment and selection process including role design, advertising, assessment and post appointment;
- Reflect on your own policies, practices and approach;
- Successfully apply principles of equality, diversity and inclusion to your recruitment practices;
- Apply effective methods and techniques to your recruitment and selection, including different advertising, assessment and induction methods that showcase your employer brand.

Event Details

Agenda

Introductions

The importance of candidate experience

Effective role design

Showcasing your employer brand and advertising

Selection and assessment methods

Welcoming your new employee and creating a onboarding process that 'wows'

What's Included?

Course Workbook and Handouts

Lunch and refreshments

Access to our back channel of curated resources and tips for recruiters

E-mail and telephone support from the trainer after the course

YOUR FACILITATOR

Eleanor Walker



Eleanor has over 7 year's experience in the design, delivery and evaluation of both digital and face to face training programmes across the UK, Europe, US and Asia. She is certified in Training Design, Delivery and Learning Needs Analysis, and is passionate about helping organisations to create engaging and memorable employee experiences that lead to success.

She has experience in recruitment, selection and the design of induction programmes in both a large, multi-national organisation, and more recently, within the voluntary and education sectors.



NORTH

WHEN

Thursday 6th February 2020
10am to 5pm

WHERE

Leeds University Union
Lifton Place
Leeds
LS2 9JZ

PRICE

£149.50 (plus VAT) per delegate

SOUTH

WHEN

Thursday 27th February 2020
10am to 5pm

WHERE

35 Marylebone Road
London
NW1 5LS

PRICE

£149.50 (plus VAT) per delegate



Next Steps, Booking and Questions

Contact:

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[Book online](#)