

Duration

1 days

Suitable For

All employees responsible for facilitating business meetings/groups both formal and informal. This course aims to take the mystery out of the art of effective facilitating and build confidence in all facilitators.

Objectives

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

- Understand the principles of successful Recruitment & Selection
- Understand the key parts of the process
- Be aware of legal responsibilities
- Demonstrate the skills of successful selection interviewing

Course content

Principles of effective R & S

- Key benefits
- Identifying the stages of the process

Legal Framework

- Discrimination
- Direct & indirect
- Genuine occupational requirement
- Case Studies

Preparation for selection

- Job description
- Person Specification
- Competencies
- Attracting applicants
- Short listing

Selection techniques

- Preparation for interview
- Conducting the interview
- Roles & responsibilities
- Formulating the questions
- Measurement criteria
- Note taking
- Use of tests

Planning how and when to apply new tools/skills

- Practical exercise
- Action planning

Course Evaluation and Next Steps