

RECRUITMENT, SELECTION & INTERVIEWING SKILLS



Workshop Overview

In today's busy world, it is not always easy to devote enough time to recruitment activities. However, choosing the wrong candidate will cost your organisation thousands of pounds in money and lost productivity – and cost you a significant amount of wasted time. When it comes to adding to your team, it pays to get the recruitment process right first time. Employing people that are suitable for your organisation or for a particular role can lead to high staff turnover, issues with employee morale and significant unnecessary costs.

Recruiting isn't as simple as just sending out a job advert and keeping your fingers crossed. There are a number of other very important facts to consider. The key to getting it right is careful planning, a clear strategy and a focus on fairness.

Who is it for?

This workshop will support all those involved in the recruitment process, whether that be at preparation, short-listing, interviewing or decision-making parts of the process.

Delivery is through a mixture of methods and involves delegates working in group exercises and discussions. Training is practical and interactive.

Aims & Objectives:

This one-day workshop covers the entire recruitment process and you will learn everything from preparing, conducting and following up after the interview.

Summary of workshop includes:

- Having a better understanding of the whole recruitment process
- How to make the process engaging
- Preparation – being ready
- An overview of legislation
- Shortlisting process
- Best practise – structuring an effective interview
- Effective questioning techniques / drilling down
- Body language
- Making checks and keeping notes
- Scoring systems
- Submitting offers and negotiating terms
- Making the whole process a positive experience

**This workshop can be fully customised to an organisation's needs and specific requirements

Our training sessions can be delivered on-site or in our training facilities.

Each learner will receive a certificate of attendance and course packs to take away.

For more details and booking please **CONTACT US**

Contact: Lanes Employment Solution Specialists

P: 01604-771343 **M:** 07538-213599 www.lanesemploymentsolutions.com

Learning Additional & New Employment Skills

