PROFESSIONAL DEVELOPMENT TRAINING

5808 8521

REQUEST QUOTE

1.0 DAY COURSE

Hiring Strategies Training

Successful companies hire the right person for the right job. They use specific hiring strategies to help them identify and recruit the right person. This comprehensive training course in hiring strategies helps participants to develop and use the correct hiring strategy to maximize productivity and reduce costs.

This dynamic and practical training course is now available Hong Kong wide including Central.

This Hiring Strategies Training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote.

What You'll Gain:

Hiring and training employees is expensive if organizations frequently hire employees unsuitable for their jobs. During this training course in hiring strategies, participants learn to develop the skills, attitude, and understanding to hire the right people for the right job.

This Hiring Strategies Training Course includes skill development in developing a hiring strategy, steps and techniques to use in an interview, finding potential candidates for a position, and welcoming new hires.

Outcomes

Development of the right hiring strategies saves an organization time and money when frequently recruiting. This training course helps organizations to develop skills and understanding in developing excellent hiring strategies.

After completing this course, participants will have learned to:

- Know the position
- Analyze a job
- Analyze a task
- Develop a suitable hiring strategy
- Identify top performers
- Be prepared

- Mark salary range
- Advertise where it matters
- Develop corporate citizenship
- Consider competition
- Consider cover letters appropriately
- Grade resumes
- Conduct an Internet search
- Use a panel
- Interview more than once
- Understand the selection process

Modules

Lesson 1: Getting Started
- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

Lesson 2: The Interview (II)
- Tell Me About My Company
- Distractions
- Interview More Than Once
- Wrap Up
- Case Study

Lesson 3: Defining and Knowing the Position
- Know the Position
- Needs Analysis
- Job Analysis
- Task Analysis
- Case Study

Lesson 4: Selection Process (I)
- Testing
- Look for Passion and Enthusiasm
- Background Checks
- Trust Your Instincts
- Case Study

Lesson 5: Hiring Strategy
- Company Information
- Salary Range
- Top Performers
- Be Prepared
- Case Study

Lesson 6: Selection Process (II)
- Education Level Vs
- Experience
- Have a Consensus
- Keep Non-Hires on File
- Checking References
- Case Study

Lesson 7: Lure in Great Candidates
- Advertise Where Candidates Visit
- Develop Corporate Citizenship
- Treat Your Candidates Well

Lesson 8: Making an Offer
- Do it Quickly
- Employment Details
- Notify Rejected Candidates

- Look at the Competition
- Case Study

- Be Creative
- Case Study

Lesson 9: Filtering Applicants to Interview

- Put Lots of Weight on Cover Letters
- Grading Resumes
- Internet Search
- Initial Phone Interview
- Case Study

Lesson 10: Onboarding

- Training and Orientation
- Mentoring
- 30-60-90 Day Reviews
- Make Them Feel Welcome
- Case Study

Lesson 11: The Interview (I)

- Introduce Everyone
- Use a Panel
- Match the Interview to the Job
- Types of Questions
- Case Study

Lesson 12: Wrapping Up

- Words from the Wise
- Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

Talk to our expert team

Phone: 5808 8521

Email: enquiries@pdtraining.com.hk