PROFESSIONAL DEVELOPMENT TRAINING

5808 8521

REQUEST QUOTE

1.0 DAY COURSE

Recruitment and Selection Training

Employees are a vital part in determining the success of a business.

Finding the best employees for each position requires strong recruitment strategies because top talent is hard to find. This Recruitment and Selection course from PD Training will help find the most qualified candidates, ensuring a successful and smoother running business.

These engaging, practical training courses are delivered throughout Hong Kong, including Central.

What You'll Gain:

Your employees are a vital part of determining the success of your business. Finding the best employees for each position requires strong recruitment strategies. Top talent will not always find you. You must seek out people to fill the positions that you have open. Recruiting the most qualified candidates will ensure that your employees keep your company running smoothly.

Outcomes

- Master the recruitment process
- Recognize the G.R.O.W. model & how to set goals
- Learn how to prepare for the interview & question process
- Identify & avoid bias when making an offer
- Discover new ways of retaining talent & measuring growth

Modules

Lesson 1: Getting Started

Lesson 2: Introduction to Recruitment

- Workshop Objectives

- What is Recruitment?
- Challenges and Trends
- Sourcing Candidates
- Requirements
- Case Study

Lesson 3: The Selection Process

- Job Analysis and Descriptions
- The Approach
- The Recruitment Interview
- Testing
- Case Study

Lesson 4: Goal Setting

- Using the G.R.O.W. Model
- Identifying Goal Areas
- Setting SMART Goals
- Using a Productivity Journal
- Case Study

Lesson 5: The Interview

- Phone Interviews
- Traditional Interviews
- Situational Interviews
- Stress Interviews
- Case Study

Lesson 6: Types of Interview Questions

- Direct Questions
- Non-Direct Questions
- Hypothetical or Situational Questions
- Behavioral Descriptive Questions
- Case Study

Lesson 7: Avoiding Bias in Your Selection

- Expectancy Effect
- Primacy Effect
- Obtaining Bias Information
- Stereotyping
- Case Study

Lesson 8: The Background Check

- Preparation
- Data Collection
- Illegal Questions
- Being Thorough without Being Pushy
- Case Study

Lesson 9: Making Your Offer

- Outlining the Offer
- Negotiation Techniques
- Dealing with Difficult Issues
- Sealing the Deal
- Case Study

Lesson 10: Orientation and Retention

- Getting off on the Right Track
- Your Orientation Program
- The Checklist
- Following Up
- Case Study

Lesson 11: Measuring the Results

- Cost Breakdown
- Employee Quality
- Recruiter Effectiveness
- Fine Tuning
- Case Study

Lesson 12: Wrapping Up

- Word from the Wise

Talk to our expert team

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