

Employee Recruitment

Many companies simply wait for talent to come to them. Simply advertising an open position and hoping that you find the right talent does not guarantee that you will find the best people for the jobs in your organization. Actively seeking out qualified candidates is the best way to ensure that you find the talent that you need. Recruitment is essential to the success of your business. Hiring a new employee is one of the largest investments you can make in business. That is why hiring the correct employee is so important. Hiring the right employee is more important than ever, as training can be very expensive. Employee turn-over costs companies a lot of money each year. This course will provide the Employee Recruitment that your hiring department need to help them interview and recruit the right employee for you.

Course Outline

- The Selection Process
- Goal Setting
- The Interview
- Types of Interview Questions
- Avoiding Bias in Your Selection
- The Background Check
- Making Your Offer
- Orientation and Retention
- Measuring the Results

Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions and case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Define recruitment.
- Understand the selection process.
- Recognize the GROW model and how to set goals.
- Prepare for the interview and question process.
- Identify and avoiding bias when making offers.
- Discover ways to retain talent and measure growth.

Course Duration

The standard duration of this course is 12 contact hours.

Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

Who Should Attend

Middle to high level staff such as:

- HR Professionals
- HR Staff

For more information please feel free to contact:

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