

Recruitment and Selection

A guide to getting the right person, for the right job

Overview

We all know that finding the right person is a challenging task: it can be expensive, time-consuming and frustrating. Having a good recruitment process in place, however, will give you a head-start. You will acquire the knowledge and skills needed to plan a recruitment campaign and select with confidence the best person.

Who is it for?

Anyone who is involved in recruiting and selecting staff, and who has no formal training in this area. No experience is required.

Outcomes

At the end of the workshop participants will:

- have the skills, knowledge and confidence to manage their own effective recruitment process
- understand where to go for further support and guidance
- be able to ensure that they operate within the law and principles of good practice.

Format

This workshop can be delivered over one day or two half-day sessions.



INVESTOR IN PEOPLE