

Management Effectiveness	
Session Code	ME01
Session Title	Recruiting Talent (Interviewing & Onboarding)
Topics Covered	Practical step-by-step guide to recruitment from identifying job and candidate requirements, interviewing and onboarding
Delivery	Half Day (4 Hours) - tutor led f2f or online sessions
Minimum - Maximum Number of Delegates	1-10
Who will benefit?	Managers at all levels

<p>Content</p> <ul style="list-style-type: none"> ▪ Hiring the best person ▪ Clarifying the recruitment process ▪ Preparing the job description ▪ Attracting candidates ▪ Screening CV's ▪ Interview preparation and structure using competency bases questions ▪ Key skills of an effective interviewer - using competency-based questions and probing ▪ Note taking ▪ Maintaining employer brand and ensuring your organisation is an employer of choice ▪ Making the decision - dos and don'ts ▪ Giving feedback to the candidate/HR 	<p>Benefits</p> <ul style="list-style-type: none"> ▪ Identify job and candidate requirements ▪ Decide the recruitment process and who to involve ▪ Prepare and use effective questioning and probing during interview(s) ▪ Understand additional tools available to help you make effective recruitment decisions ▪ Successful onboarding preparation
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