

FACT3™

The Academy.



Recruiting Talent

Course Details

TRAIN, RETAIN AND DEVELOP | PEOPLE TRAINING DEDICATED TO SMEs

COURSE OVERVIEW

This 1-day 'Recruiting Talent' course covers everything from the cost of getting it wrong to offering employment. Recruiting a new employee costs, on average, £3000 from placing a job advert through to the new employees first day. Having managers who fully understand the whole Recruitment and Selection process, are aware of best practice when recruiting a new employee using the appropriate selection methods and are armed with tools and techniques for carrying out effective interviews and selection processes.

COURSE CONTENT

- Vital Statistics - the true cost of getting it wrong
- Equal Opportunities - the legislation
- Protected Characteristics
- Identifying a resourcing need
- An Internal Opportunity or External Vacancy
- Generating Interest
- Person Specifications
- Job Description
- Short-Listing
- Interview Techniques - What you can and can't ask!
- Interview Questions
- Selection Methods
- Role Play interview
- Avoiding Discrimination Claims
- The Decision
- Offering Employment
- Prepare for Day 1 of Employment

FORMAT, PRICE & BOOKING

DATES

TBC - Online / In person

COURSE FORMAT

Online - 2 x 1/2 day sessions

- Live interactive training facilitated by a Fact3 Academy trainer via Zoom.
- Break out rooms and interactive exercises to bring Learning to Life.
- Small groups up to 10 delegates.

In Person - 1 day course

- Training can be delivered at your premises or off-site at our unique training suite.

PRICE

Per Person:

£175 + VAT

20% group discount for 5 or more people

Book now