

# Course Outlines - ONE DAY WORKSHOPS



Cost £25 per person per workshop

ALL are FULL DAY Workshops (Running 10am to 4.15pm)



## Programme 1. Strategy & Human Resource Management

Aimed at helping management to fully appreciate the need to link business planning to the future HR needs of the business, including workforce numbers, succession planning and skills/competencies that will be required to achieve the plans set out.

- *Defining the Vision, Values and Strategy of the Business*
- *Integrating HR Management with the Vision, Values and Strategy*
- *Considering skills needed now and in the future*
- *Defining skills and behavioural competence aligned to the Vision, Values and Strategy*

## Programme 2. Recruitment & Selection

To help provide a structured approach with the selection of new staff, including the need for documented processes to ensure legal compliance. This workshop covers skills needed to undertake effective interviews but also provides learners with an overview of the process, from planning through to actual selection of personnel and then into induction.

- *Planning for Recruitment & Job Evaluation*
- *Pre-selection & Shortlisting*
- *Interviewing skills*
- *Selection & Feedback*
- *Induction*
- *Legal Considerations for Recruitment & Selection*



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