



Recruitment and Effective Interviewing Training Workshop

1.5 or 2.0 Day Workshop

Overview

This training programme will give experienced and newly promoted managers the essential skills of how to recruit staff effectively. They will learn best practice interviewing techniques and how to work with role profiles and competencies. They will also develop an understanding of the legal side of recruiting, essential to avoid potential litigation. This course will contain a mix of theory, practical exercises and the chance to practice carrying out interviews in a safe environment.

Objectives: Delegates will be able to

- Develop the skills to carry out effective interviews
- Have an awareness of the legal issues relating to interviews
- Create effective weighting systems to sift candidates
- Build effective job specifications and advertisements

Contents:

- Profiling job roles
- Placing job advertisements
- Working with agencies
- How to sift candidates
- Working with competencies
- How to interview effectively
- Discrimination and employment law
- Making job offers and taking references

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