

Recruitment & Selection Programme

Experience the Power of Three. Within 3 practical workshop sessions, managers at all levels who may be new to recruiting staff or have strategic responsibility for recruiting in their service areas/teams or departments will learn effective recruitment and selection. This programme is also a useful refresher for experienced recruitment managers.

	Duration	Aim	Outline
Session 1 Reviewing the job	3.5 hours	To raise awareness of the importance of undertaking job reviews to fill vacancies and ensure a clear link to the organisation's strategic intent with regards to long term workforce development, talent management while embedding inclusive practice	<ul style="list-style-type: none"> It's not just recruiting to a job – what's the big picture? Ensuring succession planning and talent management Reviewing inclusive practice
Session 2 Pulling the recruitment package together	3.5 hours	Having contextualised your vacancy, this workshop will focus on ensuring the job description accurately provides an overview of the role that is supported by a clear person specification for the shortlisting process.	<ul style="list-style-type: none"> Exploring what you need from your potential applicant – The big picture Identifying the skills, attributes, experiences etc. they need to do the job-Is it a need or a want? A word on unconscious bias
Session 3 Crossing T's and dotting I's	3.5 hours	This workshop will focus on getting the logistics right to ensure your recruitment process goes smoothly	<ul style="list-style-type: none"> Agreeing your questions Agreeing your evidence Interview logistics – venue/ equality considerations Decision making Preparing to give feedback

Duration

3 Sessions, each 3.5 hours.
Total learning 10.5 hours

Delivery Approach

Online interactive session
via Zoom or MSTeams

Audience

Recruiters and Hiring managers

Delegates

Maximum number of delegates
per masterclass is 12

Investment Required

WME Member:
£1,875 + VAT

Non-WME Members:
£2250 + VAT

