

THE PUZZLE OF RECRUITMENT



COURSE OBJECTIVE

The recruitment process involves good communication, relationship building, customer service and administration. Recruitment skills can have an impact on the appointment of your prospective and current employees. The workshop will assist HR personnel and Line Managers to raise awareness of the vital role they play in an effective recruitment process to appoint the best candidates.

WHO SHOULD ATTEND?

- Anyone part of the internal recruitment process
- HR Personnel
- Newly appointed managers

BENEFITS OF ATTENDING THIS COURSE

This workshop will refine your recruitment skills!

- Effective recruitment, selection and appointment processes
- Liaising With external providers
- Understanding staff compensation and benefits
- Update your knowledge on policy, laws & compliance Issues
- Effective & efficient record keeping

PROGRAMME OUTLINE

- I have a vacancy, new role...where to start?
- Identify and understand the role players
- What are the rules?
- Recruitment processes
- Identifying possible candidates
- Asking the right questions, from the start
- Communication, Communication, Communication
- The room, the people and the message
- The afterthought, the finish and the start



To register kindly complete the registration form and email it to esme@carlyslle.co.za

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