

Attracting the best people to your business

Recruiting staff is expensive and time intensive, so getting it right the first time is vital to minimise disruption to the business and other staff.

This one day, practical workshop has been specifically designed for staff that are responsible for recruitment. It aims to build understanding, and confidence in using the whole process of recruitment from describing the job and the ideal person, through the interview to making an objective decision. In addition, effective induction and helping retain staff in the business is covered.

The workshop will cover:

- The consequences of poor recruitment or decisions
- What the job requires – Job Description
- The best person for the job – Person Specification
- Attracting the right candidates
- Screening, testing and short listing
- Structuring the interview and using the right questions
- Practical exercise to practice and review the whole process
- Candidate evaluation and selection
- Effective induction
- Factors affecting staff retention
- Individual Action Planning

Taking part in the workshop will improve your ability to;

- Avoid the pitfalls of poor practice in recruitment or interviewing.
- Define the skills and attributes required to fulfil a described role.
- Plan and conduct structured interviews effectively to select the best candidate.
- Induct staff and build an environment that helps improve staff retention

Course Details:

Course tutor: Alistair Gibb of Cedar Associates

Venue: The Stones Hotel, Highpost, Salisbury, SP4 6AT

Date: 20th April 2016

Time: 9.15 am – 4.45 pm

Cost: £35 plus VAT per person*

If you would like further details about this workshop or to book your place contact Jackie Darlow on:

02476 478966 or Jackie.Darlow@ahdb.org.uk