

Training Title

RECRUITMENT PLANNING

Training Duration

5 days

Training Venue and Dates

ML012	Recruitment Planning	5 Days	30 Sep-04 Oct	\$4,250	Dubai, UAE
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In any of the 5 star hotels. The exact venue will be informed once finalized.

Training Fees

- 4,250 US\$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Buffet Lunch.

Training Certificate

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

TRAINING INTRODUCTION & DESCRIPTION

The selection of personnel for the right career is like any other management decision – an investment that is expected to pay off.

Good placement decisions depend heavily on effective interviewing, and the course is based on the principle that competency profiling and identification are the best predictors for future success.

The highly structured approach of this course also provides delegates with a useful desk reference and a full set of interviewing sheets ready to begin 'Interviewing for Success'

TRAINING OBJECTIVES

Upon completion of this workshop, the participant will be introduced to the following:

- Understanding recruitment and selection in the business context
- Defining Manpower requirement and recruitment plans
- Effective recruitment tools & techniques in Emiratization
- Attracting and short listing candidates
- Effective interviewing techniques and selecting candidates.
- Measuring recruitment efforts.

WHO SHOULD ATTEND?

All managers who are involved in recruiting and HR personnel, who need to develop their skills with an objective and thorough approach to the interviewing technique, will benefit greatly.

TRAINING METHODOLOGY:

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions, and motivate everybody find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers

using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

Very useful Course Materials will be given.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work & Practical Exercises
- 20% Videos & General Discussions

DAILY OUTLINE

DAY 1

PREPARING FOR INTERVIEWING ACTIVITIES

- Job Descriptions
- Job Specifications
- Person Specifications
- Based Job Profiling
- Writing Job Advertisements

DAY 2

PLANNING AN INTERVIEW

- Developing a Job Profile
- Listing Responsibilities and Tasks
- The Job Profile Worksheet
- Determine Hiring Competencies
- Identify Knowledge and Skills (Capabilities)
- Identify Attitudes
- Specify Musts and Wants
- Prepare for the Interview
- Identify Focus Competency Areas
- Write Focus Questions
- Planning Sheet

DAY 3

CONDUCTING AN INTERVIEW

- Opening the Interview
- Focus Questions on Required Competencies
- Gather Information
- Probe for Evidence of Competencies
- Open probes
- Closed Probes
- Probing Strategies
- Questioning and Listening Skills
- Maintaining Silence
- Observe Non-Verbal Clues to Competencies
- Process Information
- Confirm, Refocus and Clarify

- Personal Biases
- Closing the Interview
- Summary

DAY 4

EVALUATION AND SELECTION

- Introduction
- Identify Useful Evidence of Competencies Displayed
- Clarity, Relevance and Adequacy of Competencies
- Assessing Applicants
- Evaluating interviewing Worksheets
- Making Hiring Decision
- Select Best Applicant Based on Competency Ranking
- Summary
- Glossary

DAY 5

TYPES OF INTERVIEWS

- Dos and Don'ts for the interview
- One-to-one interviews
- Panel interviews
- Assessment Centre

Case Studies, Pre & Post Tests, Group Discussions, Last day review will be carried out.

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