

Recruitment & Selection Skills

An ISM training course for senior managers: 3 days.

April 25th 26th 27th 2010 - Dubai



Introduction

The key to unlocking an organisation's potential to achieve maximum performance and efficiency is its people. Effective recruitment and selection is the first vital step in building a winning team.

This 3-day practical course concentrates on preparing for and conducting interviews, and also gives an overview of those crucial areas necessary for effective and efficient recruitment and selection.

Course Objectives

- Design a selection process which will ensure that the best people are recruited
- Plan and undertake effective one-to-one interviews
- Differentiate between those candidates who 'do a good interview' and those that can 'do a good job'
- Recognise the importance of using a range of selection tools
- Put together an appropriate person specification comprising well-written competencies
- Arrive at soundly-based selection decisions combining information from a variety of sources and ensuring the support of all interested parties
- Identify the characteristics of effective advertisements which will attract the right candidates.

What You Will Gain

- An understanding of the need for a structured approach to recruitment and selection, effective interpersonal skills, and knowledge of behavioural interviewing techniques, to help you get quality information from your candidates.

Who Should Attend?

- Personnel who are required to select and recruit new staff as part of their job role.



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Programme Contents

DAY ONE

The Recruitment & Selection Process

- Key elements of a successful recruitment process
- Effective advertising.
- Competency based recruitment
- Compiling a person specification
- Writing competencies.
- Screening Applicants.
- Designing your selection process.



DAY TWO

Interviewing & Selection

- Planning & Structuring the Interview
- Building Rapport/Understanding Body Language
- Questioning & Listening skills
- Keeping Control Of The Interview
- Behavioural Interviewing Techniques
- Post-Interview Procedures
- Follow-Up

DAY THREE

Putting it all together: Practising your interviewing and selection skills

- Role-playing a selection interview, with a feedback and analysis session following each interview (recorded on CCTV)
- Taking notes
- Evaluating candidates at shortlist stage and after interview
- Feedback to unsuccessful candidates
- Assessment Centres & Psychometric Tests
- Transfer Of Learning Into The Workplace

Dr. Patrick White - Course Director



After a successful international corporate career in a variety of industries across 13 countries with responsibilities for up to 14,000 staff he then went on to become a serial entrepreneur owning businesses in the hospitality, retail, IT and food and beverage industries.

His last business covered fuel and oil distribution and had a turnover of \$US 1.6. billion and 600 staff. He has obtained his Master of Business Administration majoring in Marketing and Finance and completed his PhD which was focused on Business Strategy and Leadership.

Dr White is a member of the Institute of Chartered Accountants, the Institutes of Directors, and has in the past represented the fuel industry on various governmental committees.

For the last 12 years whilst owning the above businesses, he has also worked as a high level management consultant in various business sectors as well as an international public speaker on a variety of business and people management topics. In this later role he has worked extensively throughout the Middle East.

He continues to deliver regular training seminars and speak at international conferences.



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Recruitment and Selection Skills – A Three Day Interactive Training Course.

To: **Simon Parker**
Company: **ISM Training**
Fax Number: **04 345 3356**

Course Application Form

Name:
Company:
Position:
Fax:
Phone/Mobile:
Email:
P.O. Box:
Country:
City:
Nature of Business:
No. of employees for which you are in charge:
No. of years experience in role:
Area for which you are responsible (Circle) City/Country/Continent/Hemisphere/Globe

Number of places required: (Please tick the appropriate box or insert number)	
Currency is UAE Dirhams.	
Individual	4,950 Dhs <input type="checkbox"/>
Group (More than one)	4,650 Dhs <input type="checkbox"/>
Name/position invoice should be addressed to:.....	

**Please Fax back the completed Form to + 971 (0) 4 345 3356
Thank you.**

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