

Durban 20th and 21st May
Johannesburg 18th and 19th June
Cape Town 25th and 26th July

Introduction

'Hire for skill and then fire for behaviour' is a common saying amongst HR professionals. All too often a person is recruited for the wrong reasons. Simply because a person has a qualification, it does not necessarily mean they are able or willing to apply them! The cost of employment is expensive - and even more so if the person turns out to be a poor recruit. Turn that time spent interviewing into value added through attending our workshop, and increase your success rate of employment up to 80%.

Workshop Objectives are to develop skills in order to:

- ▶ Gain insight into the value of recruiting effectively to get a competitive edge
- ▶ Plan the intervention
- ▶ Elicit behavioural-based competency information
- ▶ Consolidate, analyse and rate applicants to make a sound business decision

Target Audience: HR Practitioners and Line Managers

Duration: 2 Days

Workshop Agenda

Day One

- ▶ Recruitment Challenges
- ▶ Planning the intervention
- ▶ Screening and shortlisting
- ▶ Questioning and Interviewing techniques
- ▶ Practical Exercises

Day Two

- ▶ Working with a Panel
- ▶ Rating and Decision Making
- ▶ Practical Session/ Role Play - Conducting interviews x 2
- ▶ Administration and Close Off

Cost R5 250.00 per delegate.



