

# **TALENT MANAGEMENT: RECRUITMENT, SELECTION & RETENTION**



**HRTD293**

## **COURSE TITLE**

**TALENT MANAGEMENT: RECRUITMENT, SELECTION & RETENTION**

## **COURSE DATE/VENUE**

**2<sup>nd</sup> – 6<sup>th</sup> November 26'**

**Dubai, UAE**

## **COURSE REFERENCE**

**HRTD293**

## **COURSE DURATION**

**05 Days**

## **DISCIPLINE**

**HR, Training & Development**

## **COURSE INTRODUCTION**

In a highly competitive business world, staff can determine the company's success. This course presents recruitment and selection as an essential component in recruitment planning. Successful organizations realize employee retention and talent management is integral to sustaining growth in the marketplace. The role of recruitment and selection is examined in relation to an organization's overall profitability. It is intended to provide you with an understanding of recruitment and selection methods and processes.

Furthermore, by looking at the best ways to retain employees and to recruit new talent, companies can ensure they are able to thrive in an industry. We cover how companies benefit from recruiting talent, employee branding, aligning recruitment to job requirements, the importance of retention, how recruitment and retention work together, how to retain your talent, preventing high turnover rates, using benefits to maintain a competitive hiring advantage, corporate wellness programs, managing attrition, and surviving a talent crunch. We will understand how to hold onto the employees who are the most valuable to the team. This course provides strategies to turn an average organization into a highly productive, low-turnover environment where managers can focus on productivity.

## **COURSE OBJECTIVE**

**Upon successful completion of the course, the participants will have ability to:**

- Describe the importance and relevance of recruitment and selection.

- Explain and apply the requirements for measures used in staff selection and recruitment to evaluate applicants fairly and in an unbiased fashion.
- Illustrate the role of competencies and performance management in recruitment and selection.
- Evaluate the role that human resources planning, organizational and job analysis have in selection.
- Understand the meaning, impact, and importance of employee retention to an organization.
- Learn the components of an Employee Retention Plan and how to apply the strategy in the workplace.
- Recognize the importance of adopting a structured recruitment process
- Screen candidates' CVs or application forms using an agreed selection criteria for a job role and identify anomalies for further research
- Prepare for a selection interview
- Ask effective questions and accurately assess the candidate's potential suitability for the role
- Recognize why and how companies benefit from recruiting talent.
- Identify employer branding and how this can be used to recruit talent.
- Know techniques for aligning recruitment to job requirements.
- Build a high employee retention strategy that reduces employee turnover
- Help people reach greater levels of productivity leading to higher job satisfaction
- Understand how to develop an Employee Retention Plan
- Learn strategies for motivating employees

### **COURSE AUDIENCE**

Managers and supervisors, business owners, and professionals responsible for the human resource function in your organization. It develops skills and confidence in interviewing new team members, to produce an accurate assessment, as well as understanding the whole selection process.

### **COURSE CONTENT**

#### **Day 1**

- The Context of Recruitment and Selection
- Overview to recruitment and selection
- The Employment Relationship
- The Economic, Social and Legal Environment
- Recruitment and selection, tools, methods
- Ethical and professional standards in recruitment and selection
- Recruitment and Selection Preparation
- Effective recruitment and selection methods
- Cost of poor recruitment decisions
- Role of HR within the current selection process
- Selection methods and their validity
- Positioning and benefits of using structured screening criteria and process

## Day 2

- Screen and short list job applicants
  - Essential skills and attributes
  - Considerations for screening application forms and CVs
  - Areas of the CVs to focus on
  - Use your selection criteria for screening applicants
- Structure and prepare for interviews
  - Create the right first impressions
  - Build rapport and empathy
  - Biographical information covered
  - Selling the organisation and the job
  - Prepare yourself, the environment
  - Prepare the candidate

## Day 3

- Use effective questions
- Types of questions to use at interview
- Apply questions to build rapport, uncover experience, motivation fit, and aptitude for the role
- Actively listening and taking notes
- Active listening, reflecting back and summarising responses
- Note taking
- Prepare for the selection interview
- Briefing and interview preparation
- Conduct a selection interview
- Practising skills of interviewer, note taker and observer
- Make the selection decision
- Evaluating and rating evidence
- Using rating scale
- Recommending the next stage in selection process
- Recruitment, selection and performance management

## Day 4

- Causes of employee turnover
  - Career development
  - Reflective feedback
  - Mentoring
  - Compensation
  - Personal development
  - Workplace Organization Culture
- Expectations of new hires
  - Creativity
  - Committed workforce

## Day 5

- Practical techniques to facilitate retention in your organization
  - Companies Benefit from Recruiting Talent
  - Employer Branding
  - Aligning Recruitment to Job Requirements
- Why Retention Matters in any Economy
- How Recruitment and Retention Work Together
- Retaining Your Talent Pool
  - Preventing High Turnover
  - Maintaining a Competitive Hiring Advantage
  - Surviving a Talent Crunch
- Effective and Desirable Corporate Wellness Program
- Organizational Learning
  - Why Training Your Team Encourages Loyalty
  - Managing Employment Attrition in High Performing Teams

### **COURSE CERTIFICATE**

**TRAINIT ACADEMY** will award an internationally recognized certificate(s) for each delegate on completion of training.

### **COURSE FEES**

£4,500 per Delegate. This rate includes participant's manual, Hand-Outs, lunch, coffee/tea on arrival, morning & afternoon of each day.

### **COURSE METHODOLOGY**

The training course will be highly participatory and the course leader will present, guide and facilitate learning, using a range of methods including formal presentation, discussions, sector-specific case studies and exercises. Above all, the course leader will make extensive use of real-life case examples in which he has been personally involved. 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.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Case studies & Practical Exercises

- 10% Role Play
- 10% Videos, Software or Simulators (as applicable) & General Discussions

