

Recruitment Selection

Recruiting staff is time consuming and expensive, even when the process is successful and the ideal candidate is appointed. If the process fails, the time and cost increase exponentially and there are often added complications.

This course gives participants the tools and techniques which will enable them to manage a structured, fair and effective selection process. Recruitment and selection is the vital first step in building an effective team and the key to unlocking an organisation's potential and achieving maximum performance and efficiency.

course details

Course Duration

One Day

Course Cost

£950

Maximum Delegates

This course is designed for up to 10 delegates

Training Location

Training can be run at any venue

Participant Profile

This course is aimed at:

- Managers at all levels looking to recruit and retain high quality staff
- HR and Training Professionals

Key Topics

Participants will cover:

- Employment legalities
- Rights and discrimination
- Job descriptions and person specifics
- Planning an effective interview
- The interview process
- Making the decision

Course Benefits

On completion of this course, participants will understand:

- Appropriate selection methods
- Legislative requirements surrounding recruitment, selection and employment
- How to follow a structured, fair and effective selection process
- How to conduct selection interviews in a fair, non-discriminative way using pre-determined criteria

client testimonial



I am very happy with the outcome of all of the training programmes t2 have created for Procter Brothers.

Jeremy Procter, **Procter Brothers**

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Essential Interview Skills

Designed to look at the skills required to deliver exceptional customer service over the telephone, improving the telephone techniques of the organisation's client facing individuals.

Appraisal Skills

Designed to identify the benefits of the appraisal process and give participants the skills required to plan an effective appraisal process using SMART objectives.