

HR Brief Bites for Line Managers

Recruitment Skills

Aim

Recruitment is a crucial factor in the success of any business. All organisations are defined by the employees within it, so ensuring you employ the right staff at the right time is critical to your success. Aside from this, it is important that the people responsible for recruiting within the business are focused on ensuring they follow legislation and best practice to avoid any potential embarrassment or costly litigation.

This workshop will effectively develop the skills of hiring managers within your organisation. They will be taken through the full process of recruitment; developing a wide understanding of the requirements of an effective recruitment campaign in order to help them provide a robust approach to recruitment that helps secure the right candidate for the role.

Learning Outcomes

At the end of the workshop participants will know how to:

- Describe the concepts behind delivering an effective, fair, and robust recruitment campaign that is fit for purpose
- Define best practice and the legislation surrounding recruitment
- Explain the options available when running a campaign
- Confidently make independent recruitment decisions
- Effectively recruit, assess, filter and place candidates

Who Should Attend the Workshop:

Line managers and supervisors.

Workshop Format

The format will be informal and participative – everyone has an important contribution to make to the discussions.

A typical workshop will cover:

- ❖ Management theory and research input from the trainer
- ❖ Learning from our shared experiences
- ❖ Small group work to discuss and share ideas

Zoom joining instructions will be sent as part of the meeting invitations unless the organisation prefers to use its own video conferencing facility. Copies of the slides will be sent out after each workshop.



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Time	3 hours
Venue	Zoom or Teams **all participants need access to a laptop or PC
Availability	Up to 12 participants Maximum number of participants on each workshop is 12 people to enable everyone to fully take part; have their questions answered and to gain the maximum learning from the interactive workshops.
Fees	£1,175.00 plus vat (£98.00 plus vat per participant)

More Information:

For an informal chat about the workshop, please contact:

Tracy Madgwick:

Tracy.madgwick@actionplanning.co.uk
07899 665506

About the Trainer:

Tracy Madgwick has delivered management development, supervisory, team facilitation, interpersonal skills and HR training for line managers for a wide variety of organisations in the private, public and not for profit sector. She also advises organisations on how to manage challenging staffing situations as well as providing mentoring and coaching for other HR professionals.

For the last 10 years she has run her own HR Consultancy company and works with a small team of Associates.

Tracy is a fully qualified member of the CIPD (Chartered Institute of Personnel and Development) and licensed to deliver MBTI (Myers Briggs Type Indicator), C-me and DiSC.

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