

## Managing HR Issues – Recruitment and Selection

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Duration: 1 day

This workshop is designed for Managers, Supervisors or Team Leaders who are new to recruitment interviewing, or to those who wish to 'formally' develop their skills. Practical tools and approaches will be highlighted along with the opportunity to practice skills taught via role play.

This workshop provides delegates with an introduction to the practicalities and process of interviewing, enabling them to transfer their learning to their next recruitment assignment!

As a result of attending this workshop, delegates will be able to –

- Have an understanding of the R&S process and the advantages of having a process in place
- Have an overview of the key legislations affecting R&S
- Identify the necessary steps to prepare, plan and delivery a 'best practice' interview
- Be able to develop a process for selection decision-making

### Pre requisites

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There are no prerequisites for this course