€TRAINING

Recruitment Business Skills & Best Practices

26 - 30 May 2024
Cairo (Egypt)

Recruitment Business Skills & Best Practices

REF: H967 DATE: 26 - 30 May 2024 Venue: Cairo (Egypt) - Fee: 3520 Euro

Introduction:

This program shows you the Recruitment Challenges in the 21st Century including the Legal Aspects in Recruitment.

You gain a multi-discipline understanding of the issues. That means, when you make proposals or decisions on your job, you will keep in mind the needs and expectations of ALL the stakeholders/customers.

Course Objectives:

At the end of this course, the participants will be able to:

- Knowhow Technical and Process
- Align to the Needs and Expectations of Stakeholders/ Customers internal & external
- Align to Organizational Strategic Objectives
- Good Management Practices, and, Meeting Requirements and Recommendations of the Relevant Industry Standards
- Make Dramatic Process Improvements, including as relevant Productivity Improvements, Product and Service Differentiation and Generally Exceeding Stakeholder/ Customer Expectations

Targeted Audience:

All HR Professionals & Managers, Supervisors & Managers who wish to Gain an Insight into what it will take to get Superior Performance.

Course Outlines:

Unit 1:

- Recruitment Challenges in the 21st Century
- Legal Aspects in Recruitment National & International
- Setting Recruitment Objectives in line with Organizational Vision, Mission, Strategic Objectives, or Quality Policies.
- Outsourcing Recruitment

Unit 2: Recruitment Business:

- Recruitment Policy
- Needs Forecasting
- Recruitment Internal Sources
- Recruitment External Sources
- Manpower Planning
- Recruitment Implementation
- Recruitment Control & Evaluation
- Dealing with Surplus
- Recruitment & Selection

Unit 3: Quality Assured Performance of Recruitment Processes:

- Identifying Vacancies
- Preparing Job description
- Publicizing the Vacancy
- Receiving Applications
- Shortlisting Applicants
- Line Manager and Peer Interviews
- Final Selection Evaluation
- Appointment Process
- Induction Training

Unit 4:

- Selecting Technology including IT for Recruitment
- Customer-Centric Management
- Leadership Activities
- Good Practices for Managing Recruitment

Unit 5: Trends and Best Practices in Recruitment:

- Jobseeker Behavior
- Social Media
- Poaching
- eRecruitment
- Recruitment Consultants
- Overseas Recruitment