

5-day Interactive Training Course

# Recruiting, Hiring, and Onboarding Employees

Attract and Retain the Best People for your Organisation

24 Oct - 28 Oct 2022	Dubai	US\$ 4,350
12 Dec - 16 Dec 2022	Dubai	US\$ 4,350
26 Dec - 30 Dec 2022	Boston	US\$ 6,350
27 Mar - 31 Mar 2023	Istanbul	US\$ 5,350
10 Jul - 14 Jul 2023	Dubai	US\$ 4,350
23 Oct - 27 Oct 2023	Dubai	US\$ 4,350
11 Dec - 15 Dec 2023	Dubai	US\$ 4,350
25 Dec - 29 Dec 2023	Boston	US\$ 6,350



# Recruiting, Hiring, and Onboarding Employees

Attract and Retain the Best People for your Organisation



## About the Course

Companies need to get people committed to their activities because the world scenario is constantly changing, such as globalisation, technological revolution, and the complexity of organisational structures. This ends up requiring the Human Resources sector to work double, seeking to recruit and select candidates, whether as internal, external or mixed recruitment, and this is due to the fact that organisations need to be constantly reviewing their human resource shortages. In the short, medium and long term.

Attracting and retaining talent is an excellent challenge for people management. The beginning of this challenge is identifying the ideal candidate for each vacancy in the company. In this way, HR begins to rethink its strategic role in its activities, that is, to find a way to integrate the company's long-term objectives, environmental variables and people's needs.

This Recruiting, Hiring, and Onboarding Employees training course is essential for the company to adapt to the changes in the world scenario. That is, people will be responsible for this entire process of adapting the organisational culture, and the differential will certainly be the process of effective recruitment and selection of people since recruitment is a set of techniques and procedures that aims to attract potentially qualified candidates and capable of holding positions within the organisation. With an effective recruitment and selection process, the company's human resources sector will be able to walk more safely in carrying out people management processes.

## Core Objectives

The delegates will achieve the following objectives:

- Uncover customer needs; so that you have the exact description of the desired profile
- Adopt internal and external attraction strategies to support your recruitment and selection process
- Master the art of storytelling to better sell your Employer's Brand and your Vacancy
- Conduct interviews with mastery without subjectivity
- Know Selection techniques that will support the search for the most adherent profile
- Assume the lead role in the Recruitment Process as well as the Integration Program of the newly hired

## Training Approach

To accelerate the development of the delegates significantly, there is a lot of practical content shared, which can (and should) be put into practice in the work environment immediately. Besides the theoretical presentation, the training will be structured based on group conducting techniques, where diversified activities and resources will be applied, such as group dynamics, audiovisual resources, simulations, exercises and case studies, always aiming to maximise delegates' participation, involvement and learning.

The Recruiting, Hiring, and Onboarding training course is held in a face-to-face format and can be adapted according to the company's needs. Through the constant improvement of their skills, employees will be able to contribute consistently to the organisation, making the work environment even better, more human, collaborative and productive.

## The Attendees

The Recruiting, Hiring, and Onboarding Employees training course presents the best market practices, thus, ensuring the professionalism that the process needs to have and is intended for professionals in the area of Human Resources and the general public with interest in the topics under analysis.

**Likewise, it will be valuable to the professionals but not limited to the following:**

- Recruiters
- Talent Acquisition Professionals
- Business Owner
- HR Professionals
- People Managers
- Business Leaders
- Entrepreneurs
- HRBP Human Resource Business Partner

# DAILY DISCUSSION

## DAY ONE

### RECRUITMENT AND SELECTION AND ORGANISATIONAL STRATEGY

- Alignment of Recruitment and Selection processes with organisational strategy and objectives
- Advantages of an Effective Recruitment & Selection Policy
- Definition of requirements and profile for the role/person
- Organisational Culture and Climate
- Return on Investment in HR

## DAY TWO

### ATTRACT THE BEST PEOPLE

- Job Profile Definition
- Recruitment Sources: Best Practices for each Type of Vacancy
- Publicity of the Vacancy: Newspapers, Internet, and Social Media
- Reception and screening of Curriculum Vitae (CVs)
- Develop your Sourcing Strategy
- Care in the Recruitment Stages

## DAY THREE

### HOW TO EFFECTIVELY SELECT PEOPLE

- The most used Selection Techniques
- Contacting the candidate and scheduling the process
- Interview and Interviewer Preparation
- Gathering information from candidates
- Candidate Reception and evaluation
- Preparing opinions on candidates

## DAY FOUR

### ONBOARDING

- Occupational admission exam
- Preparation of Admission Checklist
- Documentation for admission
- Integration and evaluation of the new employee
- New employee onboarding programs
- Evaluation of the trial period

## DAY FIVE

### REFINE THE RECRUITING, HIRING, AND ONBOARDING PROCESS

- Optimise Your Marketing Resources
- Social Media Profiles
- Use of Scorecards and recruitment indicators
- Niche platforms for recruitment
- Applicant tracking software
- Artificial Intelligence applied to Recruitment and Selection