



Recruitment

HR, Leadership and Team Management Skills



Introduction

Getting it right the first time isn't always easy. But there are some hacks to the process of recruiting that can raise your success rate and make the decision-making process easier.

This course is designed to assist in all aspects of recruitment. We will explore the whole process from start to finish, practice interviewing in small groups and share tips of the trade throughout.



Course Duration

SSG offer this module as part of a full or half day course which can be delivered as a classroom or virtual course.



Course Attendees

This course is suitable for employees at all levels, including SME owners, directors, senior managers, team leaders and supervisors.



Course Programme

- The recruitment cycle (internal responsibilities)
- Job descriptions and person specifications
- Interview practice



Training Certification and Assessment

Following successful completion of training, SSG course attendance certificates will be issued which are valid for three years. It is recommended that certification is renewed every three years to ensure those persons responsible are kept up to date with best practices.



Suggested Follow on and Complementary Courses

This module can be combined with other subjects for a half or full day course. Please contact our Customer Service team for more information.