

Recruiting and Selecting

Successful organisations recruit the finest talent – but – it’s tricky to find top staff. People with the right fit sometimes don’t interview well. Conversely, some people who interview well turn out not to fit the job. Selecting team members is a very expensive decision to get wrong. It’s expensive in terms of dollars and ongoing leadership to manage a person not suited to the role. This recruitment training course looks at all the critical steps in finding right person for the role.

Audience

This recruitment and selection training program is designed for anyone responsible for recruiting new employees.

Outcomes

Learn how to:

- Plan and manage the process from vacancy to induction
- Perform a role analysis
- Design a position description
- Write great job advertisements
- Choose the most promising candidates
- Develop a suite of assessment strategies
- Write behavioural interview questions
- Ask candidates the right questions
- Ask questions in the right way
- Probe responses
- Interview giving consideration to discrimination laws
- Ensure effective induction processes.

Tailored group training - in-house or through virtual workshops

Ask us how we will tailor this program to your organisation or team.

Benefits are that we tailor the:

- *Content* to suit your organisation’s needs.
- *Delivery* to reflect your procedures, values, examples and terminology, which encourages participants to apply their new skills in their roles.
- *Duration* to suit the availability of your team members and your budget.

Tailoring is mostly for free and always economical as costs are based on a per day delivery and not per participant.

Request a quote

Please call 1300 655 098 to ask us how we can tailor a program to your needs.

Alternatively, email us at info@icml.com.au or start a ‘chat’ on our website icml.com.au/.

Virtual Workshops

We deliver programs in interactive, live online workshops, accessible from a device anywhere.

Highly impactful learning

- Replicating face-to-face workshop experiences through conferencing technology.
- Using extra features for engagement: polls, quizzes, chat, electronic whiteboard.
- Learning in multiple shorter bursts – allowing practice between sessions.

Benefits of virtual workshops

- Attend the training from the comfort of home or personal workstation.
- No travel time or expenses.
- Multiple short sessions – less impact on work.

Simple access

- You need: a device with camera and a quiet place.
- No software needed.
- Click on a link to gain access.
- Works on any personal device and most corporate systems.

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