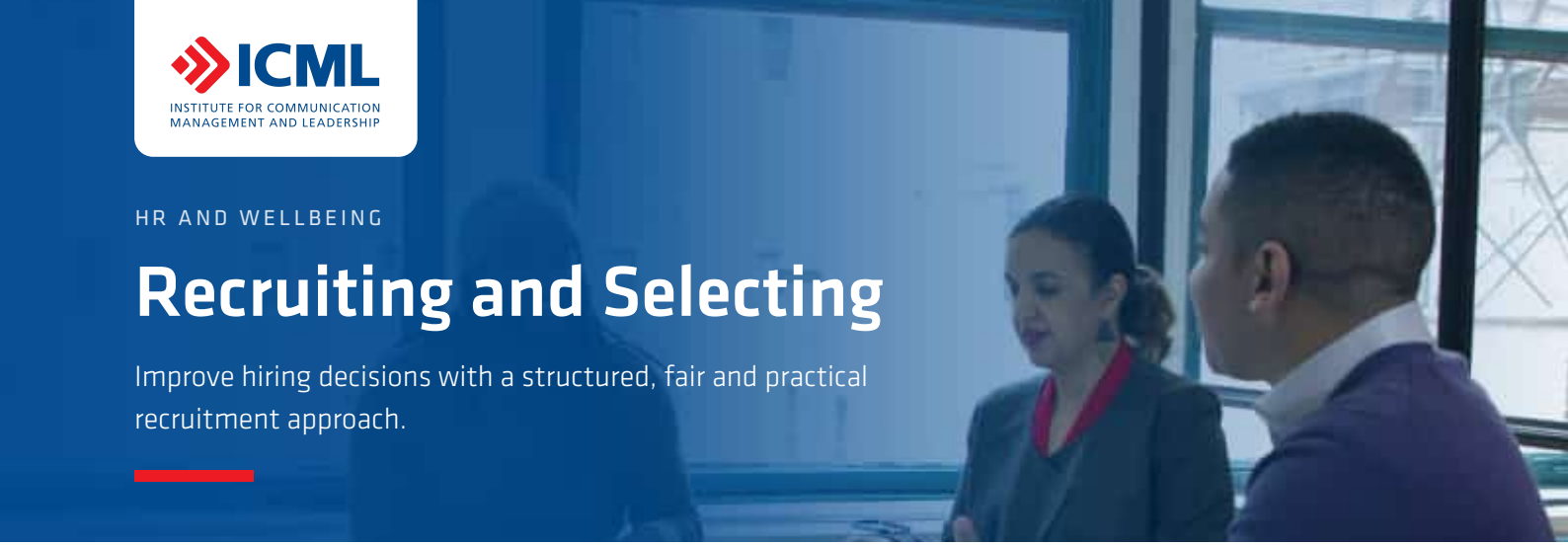
ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP



HR AND WELLBEING

Recruiting and Selecting

Improve hiring decisions with a structured, fair and practical recruitment approach.

WHO IT'S FOR

Designed for managers, supervisors and anyone involved in recruiting and selecting new employees for their team.

DURATION

2 days, or tailored to your needs

FORMAT

On-site: we come to you, virtual or hybrid.

PARTICIPANTS WILL DEVELOP THE SKILLS TO

- Plan and manage a recruitment process from vacancy to induction
- Analyse a role and write an accurate position description
- Write job advertisements that attract the right candidates
- Design a structured assessment strategy for shortlisting
- Ask effective, legally sound interview questions and probe responses fairly
- Select candidates objectively and manage a smooth induction

ABOUT THIS PROGRAM

Many managers are handed hiring responsibility without ever being taught how to run a fair, effective process, and decisions often come down to gut feel. This program gives managers the skills to plan a recruitment process, assess candidates objectively and select the right person for the role with confidence.

Tailored to your organisation

We can incorporate your existing recruitment process, position description templates, interview guides and organisational language, so the training reflects how your business actually hires.

> "Loved Mechelle's presentation and facilitating style – this course was excellent!"
>
> Hub Australia – Ryan

Talk to us about this program

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Enquire online