PROFESSIONAL DEVELOPMENT TRAINING

3158 3955

REQUEST QUOTE

1.0 DAY COURSE

Hiring Strategies Training

The PD Training Hiring Strategies Training Course helps you to understand the various selection processes, how to build a hiring strategy, how to attract the right candidates and filtering and onboarding. An appropriate hiring strategy will help your organization to save resources and maximize productivity every time you recruit.

This Hiring Strategies training course can be delivered at your premises anywhere in Singapore by one of our expert local or international trainers.

Contact us today for a group quote.

What You'll Gain:

Successful companies attempt to hire the right person for the right job; however, selecting the right person for a specific position is not always straight forward. Hiring and training employees is an expensive process, so identifying the best person to hire the first time is important.

Hiring and training employees is expensive if organizations frequently hire employees unsuitable for their jobs. During this training course in hiring strategies, participants learn to develop the skills, attitude, and understanding to hire the right people for the right job.

This Hiring Strategies Training Course includes skill development in developing a hiring strategy, steps and techniques to use in an interview, finding potential candidates for a position, and welcoming new hires.

Outcomes

Development of the right hiring strategies saves an organization time and money when frequently recruiting. This training course helps organizations to develop skills and understanding in developing excellent hiring strategies.

After completing this course, participants will have learned to:

- Know the position
- Analyze a job
- Analyze a task
- Develop a suitable hiring strategy

- Identify top performers
- Be prepared
- Mark salary range
- Advertise where it matters
- Develop corporate citizenship
- Consider competition
- Consider cover letters appropriately
- Grade resumes
- Conduct an Internet search
- Use a panel
- Interview more than once
- Understand the selection process

Modules

Lesson 1: Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

Lesson 2: Defining and Knowing the Position

- Know the Position
- Needs Analysis
- Job Analysis
- Task Analysis
- Case Study

Lesson 3: Hiring Strategy

- Company Information
- Salary Range
- Top Performers
- Be Prepared
- Case Study

Lesson 4: Lure in Great Candidates

- Advertise Where Candidates Visit
- Develop Corporate Citizenship
- Treat Your Candidates Well
- Look at the Competition
- Case Study

Lesson 5: Filtering Applicants to Interview

- Put Lots of Weight on Cover Letters
- Grading Resumes
- Internet Search
- Initial Phone Interview
- Case Study

Lesson 6: The Interview (I)

- Introduce Everyone
- Use a Panel
- Match the Interview to the Job
- Types of Questions
- Case Study

Lesson 7: The Interview (II)

- Tell Me About My Company

Lesson 8: Selection Process (I)

- Testing

- Distractions
- Interview More Than Once
- Wrap Up
- Case Study

Lesson 9: Selection Process (II)

- Education Level Vs
- Experience
- Have a Consensus
- Keep Non-Hires on File
- Checking References
- Case Study

Lesson 11: Onboarding

- Training and Orientation
- Mentoring
- 30-60-90 Day Reviews
- Make Them Feel Welcome
- Case Study

- Look for Passion and Enthusiasm
- Background Checks
- Trust Your Instincts
- Case Study

Lesson 10: Making an Offer

- Do it Quickly
- Employment Details
- Notify Rejected Candidates
- Be Creative
- Case Study

Lesson 12: Wrapping Up

- Words from the Wise
- Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

Talk to our expert team

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