



Hill Consulting Typical One Day Recruitment Skills Course:

Session	Delivery	Learning Outcomes
8.30am Welcome & Introductions	Set up Ice breaker Introductions	Learning contract formed Course objectives agreed
8.45am The Current Market Place	Short Presentation	The current marketplace The world has changed
9.00 EVP and Brand	Talk and Exercise	Education on new market trends / needs of business EVP and Employer Branding, working with agencies. Your role in Recruitment
9.30am Overview Debrief of pre-course reading & Employment law Quiz	Individual quiz Group feedback & discussion	EEO, Privacy Act Recognise need for consistent approach + Other legal considerations Privacy Act Recognise need for consistent approach
10.00am Coffee	Break	
10.20am Diversity & Inclusion in Recruitment	D&I discussion	EEO, Unconscious Bias Training.
11.00am Competency Base Interviewing	Exercise Good Boss Bad Boss 2 groups & Discussion Why this works Selecting the Best	Concept of Behavioural Based Interviewing
11.30am Question types & in-depth probing techniques Interview structure	Trainer Group Discussion	Good, well-structured questions How to avoid hypothetical / leading questions How to probe & control the interview
11.15am Preparation & question practice for Interview Session	In Pairs	Question construction linked to Behaviours. STAR Company example Interview packs & possible competency Framework presented
12.00pm	Wrap Up Summary Lunchtime	Questions
Afternoon		



1.00pm Icebreaker	Welcome back Recap on morning All	Wake up session following lunch
1.15pm Impact of poor hiring decisions	2 group exercise – Each brainstorm & present back Getting it Wrong	True Cost of Recruitment Behaviours & competencies “Cost on the Business” and on their teams. Their role as a Leader.
1.45pm Process of observing, recording, classifying & Evaluating Evidence	Set Up – Preparation and considerations	Revisit STAR method of probing.
2.00pm – 3.00pm Interview Practice question technique & note taking	Practice in teams of three	Understanding Role of: Candidate Note taker Interviewer Listening
3.00pm Afternoon Tea Break		
3.15pm Feedback session & Evaluation	Group discussion	Evidence gathering Notes evaluation Scoring Listening Other tools
3.30pm	Key to selection decisions Ref Checks	Evidence evaluation Scoring candidates Company processes
4.00pm	Importance of Good On boarding Induction	Importance of Good On boarding / Induction
4.45pm Key Learning's Tools Wrap up	Group recaps key techniques & tools. Revisit Agenda Individual Action plans Feedback sheets	Highlights key learning's Identifies areas for personal development Reflection Roles and Responsibilities Tools Available
5.00pm	Close	Thank you

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