

Getting It Right – The Recruitment Process Unpicked



In association with



Event Information Pack

Date

05/07/2011

Time

9.00am until 4.30pm

Location

Sandhole Farm between Congleton & Macclesfield



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Getting It Right – The Recruitment Process Unpicked

What is the cost of getting it wrong? The answer to this is in thousands – your time, lost productivity, damage to company morale and so on. Our aim in this one day programme is to give you the opportunity to explore an effective recruitment plan for your business by identifying any weaknesses in your current process and sharing current best practice ideas.

Bessancourt Associates and Colvert Group are working together to provide useful and affordable local training opportunities. Please join us in the delightful surroundings of The Barn, at Sandholes Farm, conveniently situated between Congleton and Macclesfield, on **Tuesday July 5th 2011** for this essential masterclass.

Outline for the day

Delegates should arrive at 9 for a prompt 9.30 start. The day will finish at around 4.30.

Morning session:

Planning the Recruitment & Selection Process

Recruitment Law

Job Specs and Person Specs

Finding Candidates

After the buffet lunch and a refreshing stroll through the delightful grounds:

Short-listing, Interviews and Assessment Options

The Interview

Making a Decision

On Boarding and Induction

Questions and Answers

Effective training

Delivered by experienced training professional Dianne Sinclair MA FCMI of Bessancourt Associates, courses are tailored to meet the specific needs of the businesses in attendance.

About Dianne Sinclair MA FCMI of Bessancourt Associates

Dianne is an experienced training professional and operational manager, currently working with several major organisations from both private and public sector.

Following an initial period of operational and HR management with Reed Executive, Dianne pursued a successful training career working with a broad spectrum of clients. During this time she led the development and implementation of competency based assessment for a national training organisation. She was also instrumental in the development of diversity and equal opportunity training programmes, trainer training and appraisal procedures, and course delivery to audited BSI standards.

In 2003 Dianne returned to Reed as Senior Manager to launch new business areas for Reed Learning, recruiting and developing high performing sales teams. She has recently added to her Masters degree and post graduate teaching qualification, with the postgraduate Certificate of Professional Recruitment Services (Distinction) and Level 4 Management Diploma and has been awarded Fellowship of the Chartered Management Institute.

Since launching her own Training Consultancy in 2008, Dianne has worked nationally and internationally and has established a comprehensive portfolio of Management and Personal Development Programmes.

Detailed Agenda

Introduction – 15 minutes

- Introductions
- Identifying key issues
- Outline for the day

Planning the Recruitment & Selection Process – 45 minutes

- Recruitment Timeline, step by step from identifying the need to recruit up to the induction process
- Putting timings onto the timeline

Recruitment Law – 30 minutes

- What you can and can't do
- Recent changes

Coffee – 15 minutes at 11.00

Job Specs and Person Specs – 45 minutes

- Identifying key tasks of the role
- What is essential, what is desirable
- Who do you really want?

Finding Candidates – 45 minutes

- Where to advertise
- Drafting advertisements
- Using agencies effectively

Lunch – 1 hour (12.45-1.45)

Short-listing, Interviews and Assessments – 15 minutes

- The sifting process
- What are your options?
- Choosing the best process for your organisation.

The Interview – 60 minutes

- The rationale behind Competency Based Interviews
- How to use a Competency Framework
- How to manage a Competency Based Interview
- How to assess for a competency
- Tips for recording evidence

Making a Decision - 15 minutes

- Weighing up the evidence
- Head or heart? Dealing with gut feelings
- Giving feedback

Coffee – 15 minutes at 3.15

On Boarding – 30 minutes

- Getting the admin right
- Putting together an effective induction process
- What can go wrong – avoiding the pitfalls.

Review and Close

- Any outstanding questions
- Further training opportunities
- Evaluation of the day.

What do I need to bring?

All reference materials are provided on the day along with refreshments and a buffet lunch. Please simply bring along your booking confirmation, which will be emailed to you prior to the event.

BOOKING REQUEST FORM

Event name - Getting it right – The Recruitment Process Unpicked

Event date - 05/07/2011

Event location - Sandhole Farm, Manchester Road (A34), Hulme Walfield, Congleton, CW12 2JH

Event cost - £120.00 per delegate + VAT

Company details

Name _____

Address _____

Telephone number _____

Personal details

Name _____

Are you booking on behalf of others? - Yes / No

Are you also attending? - Yes / No

How many places do you require? - _____

Delegate names _____

Any special dietary requirements? _____

Agreement

I have read and accepted the terms and conditions.

Signed _____ Job title _____

Date _____ I confirm I am authorised to sign on behalf of my employer YES / NO

Terms and conditions

1. Colvert requires a completed booking request form to reserve your place(s) at any event. The following payment options are available: BACS, Cheque (payable to Colvert Ltd). Payment is due immediately once the invoice has been issued.
2. Cancellation of events by Colvert: In the unfortunate circumstance that an event has to be cancelled, the event fee(s) will be refunded in full
3. Cancellation of bookings by You: In order to qualify for a refund, you must notify us no later than five working days prior to the event start date. In any case, an admin fee of £10 will be charged.

Data collection:

We collect the personal and/or business data that you may volunteer on this form or at our events. This data is collected solely for the purposes below:

- Customer administration
- Marketing and training purposes

Disclosure:

We do not disclose your personal data to other organisations with the exception of Bessancourt Associates Ltd.

Confidentiality and security:

Any data collected will be treated as confidential in line with the principles of the Data Protection Act 1998.

Data will not be disclosed to state institutions or authorities except if required by law or other regulation