



# Recruitment Skills Training

Date: 2 mornings - 19th June 2024 and 25th June 2024

Time: 09:30 - 12:30

Venue: Microsoft Teams Online Platform

Fee: £185 + VAT per person

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## Trainer Information

Your trainer Nicola has 20 years of HR and Training experience, regularly writing and delivering courses to enable managers to manage and motivate their teams and increase their practical operational HR skills.

Nicola is passionate about helping you to recruit, develop, manage and retain talented people to make a real and substantial difference to your growing business.

## Booking Information

To book a place/s email  
clientservices@  
robinsongracehr.co.uk

Our acceptance of your booking brings into existence a legally binding contract between us. To avoid any confusion, we ask that cancellations are by email only. Payment is required in advance of the course. Refunds can only be requested 2 weeks prior to the course date. No refunds will be issued within two weeks of the course date.

## Day 1 (19th June 2024)

- The purpose of recruitment and the recruiter's role
- Writing an effective job description and person specification
- Creating a strong job advert and advertising the role – where, how?
- Shortlisting candidates for interview – methods, documents, who should be involved
- The Equality Act 2010, discrimination, and unconscious bias in recruitment
- Using psychometric tests and in tray exercises in recruitment
- Writing great interview questions

Homework: Devise questions for mock interviews to take place on 25th June from job descriptions provided.

## Day 2 (25th June 2024)

- Recap of homework – writing interview questions
- Interviewing managers or panels – who and what roles they might play
- Exercise: Mock interviews
- Making a conditional job offer
- Informing unsuccessful applicants and providing feedback