



Recruitment & Selection

Overview

The purpose of this workshop is to equip participants with the skills, knowledge and confidence required to carry out effective and fair Recruitment & Selection processes as well as efficient induction & probation processes

Business need

People are at the heart of everything we do and are a key component to our success. This workshop will enable you establish a robust recruitment process which ensures we continue to attract, appoint and retain staff with the necessary skills and attributes to fulfil our goals.

A well-prepared job description and person specification and a good recruitment, selection and induction process enables managers attract, select and retain the best candidates.

These interactive sessions will be tutor led and will include case studies and group work.

Benefits of attending

At the end of the workshop, delegates will: -

- have a better understanding about the law and how it relates to recruitment and selection
- understand the general principles of an effective and fair selection process with regards to recruitment and selection
- know how to structure an interview as well as other effective questioning techniques
- understand the importance of the induction and probation processes as well as how to carry this out.

Suitable For

Headteachers, Business Managers, Governors, Leadership Teams.

Programme

- Recruitment & Selection and the Law
- Safeguarding – Safer Recruitment
- Job descriptions, Person Specifications and Job Evaluation
- Writing a job advert and advertising roles
- Drawing up interview shortlists
- Effective interviewing and appointments
- Preparing an induction programme
- The probationary period

Why KAPE HR?

KAPE offers comprehensive, authoritative and affordable training you can trust.

We are at the forefront of developing and improving Employment Relations, people management and HR practice in Schools and small businesses.

Our training sessions are designed to enable discussion and interaction and our comprehensive range of advice and support ensure you get additional back-up for your School / organisation when you need it.

We come to you! Please contact Karen Barker E: karen.barker@kapehr.co.uk to arrange a mutually convenient time for the session

Courses are limited to 20 delegates