

**HR INSIGHT LIMITED
 GETTING RECRUITMENT RIGHT**

Monday, 22nd March 2010
 9.00am to 4.30pm

Venue: Kingston Smith Training Room, 60 Goswell Road, London, EC1M 7AD

Who Should Attend? Owners, Directors, Managers and Supervisors who are expected to recruit, interview, assess and select employees.

Aims: The programme sets out a robust recruitment and selection process which will give your organisation the tools and techniques to attract and assess new talent. You will be provided with all the key skills and knowledge to select on the best for the roles you recruit for.

During the workshop you will:

- Understand what you can and can't say at interview!
- Learn what makes up a robust selection process
- Analyse and develop job specifications and competencies
- How to source quality candidates
- Develop skills and techniques to conduct interviews, including competency based questioning techniques
- Learn how to make sound selection decisions and use psychometric assessments
- Understand some of the legal pitfalls in the area of recruitment.

Delegates will leave with:

- Practical tips and techniques on recruiting, interviewing and assessing candidates
- A copy of the workshop slides
- A full set of handouts and course notes

Workshop Fees

- Attendance on this Workshop £200 plus VAT per delegate
- HRi Management Programme £700 plus VAT per delegate for the 4 Workshops (1 per Quarter)

The HRi Management Programme:

Quarter 1	Getting Recruitment Right
Quarter 2	Getting the most out of Performance Management
Quarter 3	Dealing effectively with Discipline & Grievances
Quarter 4	Absence Management & Dealing with Discrimination

To reserve your place, please complete and return the registration form below. An invoice will then be forwarded by return. Cancellation within 7 days of the start of the workshop will incur a 50% cancellation fee, within 3 days or less there will be a 100% cancellation fee.

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REGISTRATION FORM

Name		Position	
Company		Tel No	

I would like to reserve _____ places on this Workshop for the following delegates:

Delegate		Position	
Delegate		Position	

I would like details on the Annual HRi Management Programme forwarded to me please: YES