

# Getting recruitment right



The programme sets out a robust recruitment and selection process which gives 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 the best for whatever role you need to recruit, and be shown how to avoid the potential pitfalls of the new Equality Act 2010.

#### Who should attend?

Anyone involved in recruitment themselves or who advise others in your organisation.

#### What do I leave with?

- Practical tips and techniques on recruiting, interviewing and assessing candidates.
- A full set of detailed handouts and course notes.

#### Where are courses run?

Our courses are usually run in our central London office at Devonshire House, 60 Goswell Road, London, EC1M 7AD.

#### What will it cover?

- Tips and techniques in conducting proper investigations.
- Find out why proper procedures protect your business.
- Learn and practice the seven steps for success in handling disciplinary matters.
- Identify how you can protect your business at Tribunal.



- Deal with examples of everyday disciplinary issues.
- Find out how to handle tricky grievances like accusation of bullying and harassment.

#### Pricing?

- Attendance on this Workshop: £195 plus VAT per delegate.
- Discounts apply for additional delegates.
- In-house options are available for groups of 6 or more.

#### About HR Insight

HR Insight provides practical support and solutions to issues which arise in the workplace. HR Insight's services are retained by a wide range of clients, who may or may not have their own in-house human resources or personnel facilities. Common to all clients is the need for a personal service and access to a wealth of employment expertise whenever it is required.

#### How to register?

**Call us on 01708 758958**

**Email us on: [response@hrinsight.co.uk](mailto:response@hrinsight.co.uk)**

#### Contact:

**HR Insight Ltd**  
Orbital House  
20 Eastern Road  
Romford  
Essex RM1 3PJ

T 01708 758958  
F 01708 758959  
[enquiries@hrinsight.co.uk](mailto:enquiries@hrinsight.co.uk)  
[www.hrinsight.co.uk](http://www.hrinsight.co.uk)

#### Offices also at:

London (City & West End)  
Hayes, Redhill and St Albans