



Best Practices in Recruitment and Selection

February 23, 24 & 26, 2018 - Karachi | February 27, 28 & March 1, 2018 - Lahore

Course Level:

Basic



Intermediate



Advance



Course - I

Recruiting Excellence (Two Days)

February 23-24, 2018 - Karachi | February 27-28, 2018 - Lahore

Course - II

Interviewing Skills (One Day)

February 26, 2018 - Karachi | March 1, 2018 - Lahore

2 Separate
Courses

Course Facilitator:

Scott Hutchinson, UK



Key Benefits

- Understand how to recruit efficiently – Gain a 360-degree approach to hiring excellence
- Learn the rules of attraction – Make your business one that people wish to join
- Understand the process of recruitment – Learn the critical steps to take that will ensure a uniform professional process
- Explore Secrets from the world's greatest recruiters that will save you time and money
- Practice interviewing and assessing correctly – From the simple interview to full assessment tools and technology that will reduce the risks of failure



For Registration & Details:

Karachi: 021-34520093, 34547141, 34520708

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Helping You Succeed!

Program Overview

Employing the right person for your organization might be the most important part of your venture. An effective recruitment and selection process reduces turnover. These processes match up the right person with the right job skills. Interviews and background checks ensure that you employ a candidate who is reliable and carries out the objectives you planned for providing quality services and goods to your customers.

This course has many practical aids that can be put to immediate use in order to find, attract and retain the people you need to make your business thrive. The course also includes strategies to conduct successful interviews for your organization that will enable you to hire brilliant talent.

Day 1

Course I Recruiting Excellence (Two Days)

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Day 2

Introductions & Course Breakdown

Activity: Icebreaker activity – interview game, Jigsaw Puzzle, Post It Note, Question Board.

Why Recruitment is so important

- Understanding how and why great companies transform their organizations by getting “the right people on the bus”

Activity: Video – Michael Hyatt, Case Study – Jim Collins, Discussion-Good To Great

Alternatives to hiring

- Knowledge of WHEN to hire IF hiring is completely necessary – saving money and time

The Candidate Agenda

- Knowing the different demographics we are recruiting for in 2018
- Understanding the differences in Culture, Character and Capability
- Understanding the different and changing global job market

Activity: The Generation Game

The Rules of Attraction

- Understanding what attracts people to organizations
- Why it is important to create a compelling brand so people will join your business

Activity: Create a great employer brand

Understanding the Hiring Process

- Identify common mistakes in Hiring
- Understanding why a positive experience is essential to people joining your business and why a uniform approach is important.

Activity: Common Mistakes In Hiring – True or False Game

Creating a Brilliant Brief

- Realizing the importance of putting together a brilliant brief and
- Understanding why this is the cornerstone of the hiring process
- The components of a great brief-Using OUTCOMES / COMPETENCIES in the brief

Activity: Brainstorming Workshop – Creating a brilliant brief to hire from Video – Lou Adler

Effective Advertising

- The importance of writing eye-catching advertising that stands out and covers the brief
- Advertising online
- Handling Response

Activity: Case Studies – Great Recruitment Advertising and Great Recruitment Videos, Internet Scavenger Hunt Quotation Card Game

Action and Learning Roundup

Activity: Write down specific ways in which you will apply the skills or knowledge in their role

Introduction to Social Media

- The importance of Social Media
- An introduction to the “Big Three” and an exploration of their functionality and use

Activity: Video - Social Talent, Case Study – Raymond Blanc

Thought Leadership

- “Telling, not Selling” taking your recruitment brand and the rules of attraction on Social Media

Activity: Brainstorm – Great Content

LinkedIn

- An exploration of Linked In Recruiter and Linked In as a powerful recruitment tool

Sourcing and Headhunting

- Acting like a headhunter to source identifies and build your network of great future talent
- How you can use different platforms to build different databases of talent.

Activity: Build a compelling approach – who you are, what you do, why it's useful

Working with Recruiters

- How to save money
- What you should look for in a great recruiter, how to create a partnership approach

Activity: True/False Game

Analysis of the personality profiles

- Introduction to psychometric testing
- Investigation of the various types of tests

Activity: Discussion on everyone's results, Ted Talk – Body Language

Common Interview Mistakes

Investigation into the ten most common recruitment mistakes and how to avoid them

Activity: Brainstorm

Preparing For Interview

- Competency Based Interviewing Basics.
- Ten Point Plan – Interview Success – the different types of question. Why preparation is so important

Activity: Case Study – Graduate Recruitment

Interview Role Plays

- Confident hosting of an interview from start to end
- WASP – Welcome Acquire Supply Part

Activity: Lots of role plays!

Managing Offers and Resignations

Ensuring successful onboarding

Activity: More role plays

Action and Learning Roundup

Activity: Write down specific ways in which you will apply the skills or knowledge in your role

Who Should Attend?

The course is primarily designed for Line Leaders and HR Professionals who wish to find new tools to recruit and retain the people their organization need to move forward.

Course II

Interviewing Skills (One Day)

February 26, 2018 - Karachi | March 1, 2018 - Lahore

Understanding the hiring process

- The importance of a uniform, process and organized approach
- Why Interviewing is still one of the most vital parts of the selection process.
- Understanding the importance of effective interviewing and why it is a key skill you need to learn

Activity: Process & Priorities Task

The common mistakes interviewers make and how to avoid them

- What mistakes are commonly repeated by individuals and organizations when interviewing?
- Learn how to avoid the common mistakes and host a professional process.

Activity: Open forum – our biggest mistakes and our own interview stories. PLANNING THE INTERVIEW

Asking the right questions

- Techniques to conduct structured interviews and use key questions to obtain information
- Using Competency Based Interviewing to find out how past and recent performance can be used as a great indicator for future performance
- Learn about different types of questions and how to develop them

Activity: Great questions – open forum and role plays

Getting them to talk

- Ensure that your candidate is talking for most of the time
- Encouraging the candidate to talk will bring the best results-Learn questioning techniques that will encourage them to talk
- Exploring and understanding body language

Activity: Icebreaker activity – interview game. Jigsaw Puzzle. Post It Note, Question Board

Listening skills

- Learn why most interviews succeed or fail on body language and intonation
- Learn how to take the correct notes during the listening and information gathering process

Activity: Listening exercise and communication ted talk

Using Psychometric Tests

- An exploration into the different types of test currently on the market
- Understanding their uses and limitations – a fun exercise where we all get to take the best test on the market today

Activity: Group and individual tasks – roleplay – interviews. Lots of roleplay!



Scott Hutchinson

Scott Hutchinson began his recruitment career over 20 years ago. In addition to working for some of the leading recruitment businesses in the world he also built his own businesses, where his clients included Coca Cola, and 74 out of the top 100 UK Food Companies. He is now an independent consultant, coach and trainer specializing in leadership, team building, peak performance and career management.

Scott runs public workshops, tailored courses, experiential outdoor and 1:1 coaching sessions that draw lessons from the very best leaders, teams and individuals in the world. He looks at the techniques they use to achieve and maintain peak performance and how you can utilize the same techniques for your own success.

A fully qualified coach, he trained with the modern leaders in coaching, Performance Consultants International – their philosophy of "the inner game" is perfectly aligned with the lessons he learned growing up in an Outward Bound School – "plus est en vous" (there is more in you).

What international participants have said about Scott

“ I attended a seminar run by Scott to assist me launch my interim career. His advice and insights have been invaluable. Scott's expertise and guidance have been instrumental in getting my Interim practice launched with a cracking first year. I would highly recommend Scott ”

Nigel Hague: Head of HR, Southern Water

“ Scott delivers. He's easy to talk to, relaxed and relaxing with plenty of experience to draw on and an energy that is infectious. After every session I leave Scott understanding myself a little better and ready to do what needs to be done with energy and confidence. ”

Alison Wagstaff : Business Continuity Manager, Allen & Overy

“ Scott is an excellent career coach, who is trustworthy, practical, down to earth and helpful. ”

Martin Owen: Project Manager at Bristol City Council



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INVESTMENT

Course I (Two Days)

PKR 50,000 +SST/PST
per participant

Course II (One Day)

PKR 30,000 +SST/PST
per participant

3 Day Discount Package

Course I + II

PKR 70,000 +SST/PST Per Participant

FEE INCLUDES:

Course material, certificate of attendance, lunch, refreshments & business networking

3 Easy Ways to Register

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Send your cheque in favor of Octara Private Limited
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UPCOMING PROGRAMS 2018

Administrative Professionals Masterclass

by Anne McDougall

Professional Development Toolkit

by Catherine Bentley

Emotional Intelligence Masterclass

by John Bentley

Certificate in Reliability Centered Maintenance

by Ben Stevens

Job Descriptions and Job Evaluation

by Robert Mosley

Certificate in Business-Aligned IT Strategy

by Fred van Leeuwen

Human Capital Management Masterclass

by Tom Raftery

Measuring, Monitoring and Improving the Customer Experience

by Alan Power

Learning and Development Management

by Ian Thomson

Procurement into Future

by Andrew Skowronski

Strategic Finance and Leadership

by Ted Wainman

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Bring this program In-house

This workshop can be customized to suit specific needs of your organization which may lead to significant savings & avoiding pitfalls. Please contact **Jason D'souza** at jason.bosco@octara.com or call at **0332-2422732**



Helping You Succeed!

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