

# Resource Management Recruitment & Talent Planning

17<sup>th</sup> – 21<sup>st</sup> August 2015, at Protea Balalaika Hotel Sandton, Johannesburg RSA



Gain practical skills and Knowledge to contribute towards your organisation's Resourcing, Recruitment And Talent Management process

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## On This Course, You Will:

1. Understand the factors that affect your organisation's resourcing, recruitment and talent management systems and processes
2. Learn strategies to attract talent
3. Identify appropriate resourcing and recruitment methods
4. Experience carrying out interviews for specific roles
5. Understand the importance of effective inductions and how to move to 'onboarding'
6. Use social media to improve recruitment and onboarding

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## Course Overview

Organisational success depends on attracting the right level and mix of skills to meet the ever changing business needs. Resource Management, Recruitment And Talent Planning will give you the knowledge and skills to ensure the business is able to plan for and attract the best employees in an efficient and cost effective manner. Talent management is one of the biggest concerns of senior management and good talent management starts with planning for and recruiting the right sort of people, with the right skills at the right time. This course will take you through an effective process for resource management. It will give you experience in recruitment to make sure you select the best people and it will show you how to manage that talent once they have joined the company, from induction to succession planning.

This dynamic course utilises highly interactive training methods such as group discussions, role plays, case studies, brainstorming, exercises and individual activities.

1. Use recruitment tools and techniques
2. Select appropriate recruitment channels, including using the internet and social media
3. Understand how best to construct job descriptions and person specifications
4. Practice interviewing techniques
5. Establish suitably effective induction processes and consider moving to 'onboarding'
6. Set up and manage your talent pipeline

## Who Should Attend:

- Human Resources
  - Leadership Development
  - Executive & Career Development
  - Succession Planning
  - Training and Development
  - Recruitment & Staffing
  - Organisational & Strategic Planning
  - HR Policy
  - Employee Relations
  - Talent Management

## Course Activities

You will to understand how you can improve your resourcing, recruitment and talent management skills. Most of the learning will be through practical activities, brainstorming and discussing situations and challenges. You will have the opportunity to participate in role plays and one-to-one and panel interviews, to improve your technique and the quality of your selection

**Course Timings:** Registration will be at 08:00 on Day One. Course sessions will start promptly at 08:30 and end at 15:30. There will be two short breaks for refreshments and lunch will be served at 12:30 of each day's sessions.

## Course Outline

### Day One

#### Strategy Organisation Design And Links To Resource Planning

##### The Business Environment And The Challenges Faced With Resourcing And Recruitment In Africa

- Understanding the business and economic situation and prospects for the region and how it impacts recruitment
- Recruitment trends and challenges

##### Organisation Design And Resourcing

- Organisational design: develop a structure and mode of operation to help the business meet its strategic needs
- How to develop an appropriate organisation structure
- How an organisation structure dictates how the company works and its links to culture

##### Strategic Importance Of Resourcing, Recruitment And Talent Planning

- How they underpin the HR strategy
- How they support the business strategy and show the "people implications" of linking them to the business
- How they can position HR and people as a means of competitive advantage

##### Developing A Resource Framework And Methodology

- How to structure a resourcing framework
- How to identify what the recruitment needs are by level, skills and time
- Managing process, 'the devil is in the detail'

### Day Two

#### Recruitment And Becoming An Employer Of Choice Utilising Employee Branding

- Leveraging the company brand and products
- Creating an environment that the top people want to be a part of
- Communicating the organisational culture and what it is like to 'work around here'
- Developing and communicating the employee brand

#### The Recruitment Process And The Role Of HR And Managers

- What are the challenges with recruitment in companies and why?
- HR and managers' role in recruitment
- Improve how managers recruit

### Typical Recruitment Process

- What the typical process should include and what happens in reality
- Introduction to process mapping to improve your recruitment process
- Measures of recruitment efficiency
- Use of assessment centres

#### Job Descriptions, Job Analysis And Establishing The Package

- How to analyse jobs
- How to write job descriptions and job specifications
- How to establish the market rate and how to manage salary expectations

### Day Three

#### Selecting The Best Candidates Recruitment Interview Techniques And Exercises

- How to interview: the good and bad points
- Use of telephone, one-to-one, panel and video-based interviews
- Questioning techniques and checklists
- Critical behavior, competency-based and task-orientated interview Techniques

**Role Playing Exercise:** You will carry out various interviews and feedback will be given on your style and approach

#### Decision Making And Assessment Process

- How to assess candidates
- Assessment criteria, forms and process
- Decision making process and responsibility

### Day Four

#### Using Headhunters, Agencies, Job Boards And Social Media Utilising Recruitment Agencies And Headhunters

- How to manage recruitment agencies and headhunters
- HR's role and the role of providers
- Tips on fees and how to negotiate
- Review of agency and headhunter contracts and how to assess their performance

## **Use Of Online Recruitment And Developing An Online Recruitment Strategy**

- How to set up an online recruitment strategy
- Balancing online recruitment with traditional recruitment
- Understanding the basics of the internet and the power of Web 2.0 and 3.0
- Role of IT and online recruitment

## **Utilising Your Company Website And Social Media Channels In Recruitment And Branding**

- Developing your recruitment portal on your company website
- How to manage applications through the web and how to use other tools on the web to help with recruitment
- The role of Facebook, LinkedIn, Twitter, etc. and how to use them

## **Using Job Boards And Online Recruitment Sites**

- Advantages and disadvantages
- Selecting sites to use
- How to integrate this into your existing recruitment process

## **Completing The Recruitment Process, References, Employment Contracts, Administration etc.**

- The use of written and verbal references
- What do your employment contracts cover and what do you provide in terms of joining information
- The visa and joining process

## **Day Five**

### **Moving From Induction To 'Onboarding' And Links With Talent Management**

#### **Effective Management Of The Probation Period**

- Responsibility for and timing of the probation follow-up
- Probation assessment tools
- Employee feedback and how to deal with performance issues

#### **From Induction To 'Onboarding', How To Make An Impact On Your New Employees**

- Review your existing induction process
- What is onboarding and how can it be applied?
- The importance of a good induction\onboarding process
- Showing the benefits of onboarding

#### **Develop A Talent Management Strategy And Framework**

- What talent management is and how it is applied in your business
- How to develop a talent management strategy and process

#### **Utilisation Of Career And Succession Planning**

- Developing a succession planning framework
- HR's role in career development
- Personal development programmes – guidelines and templates

#### **How HR Can Add Value In Resourcing, Recruitment And Talent Management**

- How HR needs to take a more proactive role
- Showing the bottom line impact of good planning, recruitment and talent management and what it costs when it goes wrong
- Marketing what HR does

# Registration Form

PLEASE COMPLETE THIS FORM AND EMAIL BACK TO INFO@O-SEASONSEVENTS.ORG.ZA TO SUCCESSFULLY COMPLETE YOUR BOOKING

Company Name \_\_\_\_\_ Country \_\_\_\_\_

Tel Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(This booking is not valid without a signature)

## DELEGATES DETAILS (PLEASE FILL IN USING BLOCK CAPITALS)

### 1st Delegate Details:

Title	Surname	First name
Job title	Email	Telephone

### 2nd Delegate Details:

Title	Surname	First name
Job title	Email	Telephone

### 3rd Delegate Details:

Title	Surname	First name
Job title	Email	Telephone

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TERMS AND CONDITIONS

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## Conference Fees

Please select your venue by ticking the boxes below

- |                          |                                       |          |
|--------------------------|---------------------------------------|----------|
| <input type="checkbox"/> | Conference and Workshop (4 to 5 days) | \$ 2,500 |
| <input type="checkbox"/> | Airport Transfer (both ways)          | \$ 100   |
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**Branch code:** 001255

**Account Number:** 370463854

**Type of acc:** Business Cheque

**Swift code:** SBZAJJ

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