

# Course Modules & Itinerary

## Morning Session

Session	Delivery	Outcomes
Welcome & introductions	Set-up & icebreakers	Learning contract formed Course objectives agreed
The Current Market Place	Short Presentation	The current marketplace The world has changed
EVP & Brand	Talk & Exercise	<ul style="list-style-type: none"><li>• Education on new market trends/needs of business EVP &amp; employer</li><li>• Branding, working with agencies</li><li>• Your role in recruitment</li></ul>
<ul style="list-style-type: none"><li>• Debrief of pre-course reading</li><li>• Employment law quiz</li></ul>	<ul style="list-style-type: none"><li>• Individual quiz</li><li>• Group feedback &amp; discussion</li></ul>	<ul style="list-style-type: none"><li>• EEO, Privacy Act</li><li>• Recognise need for consistent approach</li><li>• Other legal considerations</li><li>• Privacy Act</li></ul>
Coffee break		
Diversity & Inclusion in recruitment	D & I discussion	<ul style="list-style-type: none"><li>• EEO</li><li>• Unconscious bias training</li></ul>
Competency based interviewing	<ul style="list-style-type: none"><li>• Exercise: Good boss/bad boss in 2 groups</li><li>• Discussion: Why this works</li><li>• Selecting the best</li></ul>	Concept of behavioural based interviewing
<ul style="list-style-type: none"><li>• Question types &amp; in-depth probing techniques</li><li>• Interview structure</li></ul>	Trainer & group discussion	<ul style="list-style-type: none"><li>• Good, well-structured questions</li><li>• How to avoid hypothetical/leading questions</li><li>• How to probe &amp; control the interview</li></ul>
<ul style="list-style-type: none"><li>• Preparation &amp; question</li><li>• Practice for interview session</li></ul>	In Pairs	<ul style="list-style-type: none"><li>• Question construction linked to Behaviours</li><li>• STAR</li><li>• Company examples</li><li>• Interview packs &amp; possible competency framework presented</li></ul>
Wrap up & summary	Questions	

# Afternoon Session

Session	Delivery	Outcomes
<ul style="list-style-type: none"> <li>Welcome back</li> <li>Recap on AM session</li> </ul>		
<ul style="list-style-type: none"> <li>Impact of poor hiring decisions</li> </ul>	<ul style="list-style-type: none"> <li>Exercise: 2 groups each brainstorm &amp; present back</li> <li>Getting it wrong</li> </ul>	<ul style="list-style-type: none"> <li>True cost of recruitment behaviors &amp; competencies</li> <li>Cost on the Business" &amp; their teams</li> <li>Their role as a Leader</li> </ul>
Process of observing, recording, classifying & evaluating evidence	Set Up – Preparation and considerations	Revisit STAR method of probing
Interview practice question technique	Practice in teams of 3	Understanding Role of: <ul style="list-style-type: none"> <li>Candidate</li> <li>Note taker</li> <li>Interviewer</li> <li>Listener</li> </ul>
Coffee break		
Feedback session & evaluation	Group discussion	Evidence gathering: <ul style="list-style-type: none"> <li>Notes</li> <li>Evaluation</li> <li>Scoring</li> <li>Listening</li> <li>Other tools</li> </ul>
<ul style="list-style-type: none"> <li>Key to selection decisions</li> <li>Ref checks</li> </ul>	Trainer	<ul style="list-style-type: none"> <li>Evidence evaluation</li> <li>Scoring candidates</li> <li>Company processes</li> </ul>
Importance of Good On-boarding & induction	Trainer	Importance of Good On-boarding & induction
<ul style="list-style-type: none"> <li>Key Learning's</li> <li>Tools</li> </ul>	<ul style="list-style-type: none"> <li>Group recaps key techniques &amp; tools</li> <li>Revisit agenda</li> <li>Individual action plans</li> <li>Feedback sheets</li> </ul>	<ul style="list-style-type: none"> <li>Highlights key learning's</li> <li>Identify areas for personal development</li> <li>Reflection</li> <li>Roles and responsibilities</li> <li>Tools Available</li> </ul>
Wrap up & summary		