



# Online TA Fundamentals Course Outline

Half Day 2026 - Session 1 - The marketplace, EVP and branding, Interviewing and questioning skills, EEO and the law, Unconscious bias, D&I

Session	Duration	Delivery	Learning Outcomes
9.00 am (15 mins) <b>Welcome &amp; Introductions</b>	15 mins	Set up, Ice breaker Introductions	Learning contract formed <b>Course objectives</b> agreed Their Why?
9.15 am <b>The Current Market Place</b>	30 mins	Short Presentation Modern Recruitment	<b>The current marketplace</b> The world has changed Fast, flexible, and attractive.... Need to attract key talent
12.00 am EVP and Brand	45 mins	EVP and Brand	<b>What is your EVP &amp; Brand</b> The Need to Sell How to Sell Role of social media in Recruitment Key tips x 4
10.15 am <b>Overview – The Law</b> Debrief of pre-course reading & Employment law Quiz	45 mins	Discrimination Individual quiz Group feedback & discussion	<b>EEO, Privacy Act, The Law</b> Recognise need for consistent approach + Other legal considerations Privacy Act, D&I Recognise need for consistent approach
11.00	10mins	True cost of recruitment	Group Iceberg Exercise – How much are good or bad hires costing you?
11.10 am <b>What is Behavioural Based Recruitment?</b>	30 mins	Exercise Good Boss Bad Boss 2 groups & Discussion Why this works Selecting the Best	Concept of <b>Behavioural / Competency Based</b> Recruitment Background to technique Selection criteria
11.40pm Question types	20 mins	Trainer Group Discussion Question Design Exercise in groups	<b>Question Types</b> Good, structured questions Behavioural Questions How to avoid hypothetical / leading questions Panel Interviews, other interview types How to control the interview
12.00pm Interview structure	15 mins	Interview structure	Question Design & in-depth probing techniques
<b>12.15 pm</b> Conducting the Interview Good technique & Candidate Care	<b>30 mins</b>	<b>WIGGS</b> Trainer Talk <b>Competency Based Interviewing</b>	<b>Interview Do's and Don'ts</b> Structure Scoring Revisit STAR method of probing.
11.45 am <b>Reference Checking &amp; Onboarding</b>	15 mins	Tips How to do Properly Who has what? Use ATS Use Onboarding tool	<b>Reference Checking</b> Things to consider <b>What not to do</b> <b>What Good Onboarding</b> – looks like Group Share (Tables)
12.45 pm	10 mins	<b>Recap Learnings</b> Learning Paths	Revisit the Day
12.55 pm	5 mins	Wrap Up	<b>Feedback Survey</b>
<b>1.00 pm</b>		<b>Close</b>	