



# Recruitment & Selection Workshop



## DAY 1

Sessions	45 mins	45 mins		45 mins	45 mins		45 mins	45 mins		45 mins	45 mins
<b>Sessions 1 – 8</b>	Overview / Planning for Recruitment and Selection	Needs, Concerns and Expectations	<b>B R E A K</b>	Recruitment / Selection Methods		<b>L U N C H</b>	Decision Making: Screening / Shortlisting Applicants		<b>B R E A K</b>	Communication / Questioning / Active Listening Skills	

## DAY 2

Sessions	45 mins	45 mins		45 mins	45 mins		45 mins	45 mins		45 mins	45 mins
<b>Sessions 1 – 8</b>	Structuring / Preparing Recruitment Interviews (Interview Planning)		<b>B R E A K</b>	Feedback Principles		<b>L U N C H</b>	Practical Exercise – Interviewing, shortlisting and giving feedback		<b>B R E A K</b>	Practical Exercise Debrief / Course Debrief and Dispersal	