



*Training Course:  
Advanced Strategies in Selection and Recruitment*

*20 - 24 May 2024  
Accra (Ghana)*

## Training Course: Advanced Strategies in Selection and Recruitment

Training Course code: HR235121 From: 20 - 24 May 2024 Venue: Accra (Ghana) - Training Course Fees: 5950 ₵ Euro

### Introduction:

One of the common mistakes that human resource managers make is focusing more on short-term workforce needs than long-term ones. This non-strategic approach leads organizations to face painful surprises in terms of both quantity and characteristics of workforce availability. This reactive approach forces HR managers to deal with a series of consecutive crises, resulting in an ineffective organizational response. This program aims to provide an advanced strategy rooted in modern trends for selection, recruitment, and attraction processes, while also presenting systems for creating disciplinary penalty regulations.

### Program Objectives:

By the end of the training program, participants will be able to:

- Develop human resources through modern methods of selection, hiring, and recruitment.
- Recognize the latest mechanisms and practices for human resource management, including performance assessment and evaluation.
- Shift their attitudes towards performance effectiveness and efficient thinking.
- Design effective fundamental rules for disciplinary penalties and consequences.
- Create excellence plans for human resource management performance aligned with comprehensive quality standards.

### Target Audience:

- Managers and department heads.
- Human resource management employees.
- Individuals interested in training and recruitment affairs.
- Legal and investigative departments.
- Anyone looking to enhance their skills and experiences and seeing the need for this course.

### Outlines:

Day 1:

#### Human Resource Planning:

- Modern organizational structure for human resource planning data.
- Advanced methods for forecasting workforce needs.
- Integrated framework for human resource planning.

#### Day 2:

##### Advanced Principles of Selection and Recruitment:

- Objective foundations for identifying selection and recruitment processes.
- Key stages of selection and recruitment processes.
- Modern essential criteria in selection and recruitment processes.
- Practical and scientific importance of job analysis in hiring.
- Methods for preparing and reviewing job descriptions and required skills for positions and selection.
- Modern mechanisms for selection, recruitment, and attraction.

#### Day 3:

##### Recruitment Strategies:

- Identifying needs.
- Planning for different stages.
- Roles of hiring managers and recruitment staff.
- Internal sources of recruitment.
- External sources of recruitment.
- Recruitment trends in the Middle East.

#### Day 4:

##### Financial Compensation and Disciplinary Systems:

- Traditional methods of job evaluation and wage determination.
- Modern effective statistical methods for job evaluation and wage determination.
- Advanced criteria and indicators necessary for disciplinary penalty regulations.

- Modern legal perspectives on disciplinary and penalty systems.
- Integrated framework for disciplinary and penalty systems.

#### Day 5:

##### Advanced Strategies for Termination of Service:

- Various reasons for service termination.
- Modern methods for handling the service termination process.
- Quality standards and ISO systems in determining termination methods.
- Comprehensive final formula for service termination processes.
- Role of HR management after completing service termination.

## Registration form on the Training Course: Advanced Strategies in Selection and Recruitment

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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### Person Responsible for Training and Development

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### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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