



*Training Course:
Talent Acquisition and Recruitment*

*3 - 7 February 2025
Geneva (Switzerland)*

Training Course: Talent Acquisition and Recruitment

Training Course code: HR235330 From: 3 - 7 February 2025 Venue: Geneva (Switzerland) - Training Course Fees: 5750 € Euro

Introduction:

Welcome to the Talent Acquisition and Recruitment Training Program designed by Global Horizon Training Center. This comprehensive course aims to equip participants with the knowledge and skills necessary to excel in talent acquisition and recruitment processes. Whether you're new to the field or seeking to enhance your expertise, this program offers valuable insights and practical strategies for success.

Target Audience:

This training program is ideal for HR professionals, recruiters, hiring managers, and anyone involved in the talent acquisition process. It caters to individuals at various stages of their careers, from beginners to experienced professionals looking to sharpen their skills.

Objectives:

- Understand the fundamentals of talent acquisition and recruitment.
- Learn effective strategies for sourcing and attracting top talent.
- Master techniques for conducting interviews and assessing candidates.
- Gain insights into employer branding and candidate experience.
- Develop skills for negotiating offers and closing candidates.
- Stay updated on emerging trends and best practices in talent acquisition.

Outlines:

Day 1:

Fundamentals of Talent Acquisition

- Introduction to talent acquisition
- Importance of effective recruitment processes
- Overview of the recruitment lifecycle
- Understanding job requirements and role profiling

Day 2:

Sourcing and Attracting Talent

- Strategies for sourcing candidates
- Utilizing job boards, social media, and networking
- Building talent pipelines
- Crafting compelling job descriptions and employer branding

Day 3:

Candidate Assessment and Selection

- Interviewing techniques and best practices
- Types of interviews: behavioral, competency-based, etc.
- Evaluating candidate skills and cultural fit
- Using assessment tools and techniques

Day 4:

Employer Branding and Candidate Experience

- Importance of employer branding in recruitment
- Creating a positive candidate experience
- Managing candidate relationships and communication
- Handling candidate feedback and rejections professionally

Day 5:

Offer Negotiation and Onboarding

- Making competitive offers and negotiating terms
- Managing counteroffers and objections
- Preparing for candidate onboarding
- Ensuring a smooth transition for new hires

Registration form on the Training Course: Talent Acquisition and Recruitment

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

Delegate Information

Full Name (Mr / Ms / Dr / Eng):
 Position:
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 Personal E-Mail:
 Official E-Mail:

Company Information

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Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
 Position:
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Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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