



*Training Course:  
Recruitment and Selection: Methodologies &  
Techniques*

*3 - 7 February 2025  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: Recruitment and Selection: Methodologies & Techniques

Training Course code: HR3044 From: 3 - 7 February 2025 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 5950 € Euro

### Introduction

Recruitment and selection can be a very expensive and time-consuming process, however, there is evidence that employing the latest recruitment and selection methodologies and techniques increase the likelihood of successfully recruiting the best candidate for any intended role.

The program will explore a number of techniques that will most certainly transform your competence as a recruiter or interviewer in either recruitment/selection or development and appraisal opportunities.

### Objectives

- To examine numerous interviewing techniques and practice the process of behavioral or targeted interviewing.
- Discuss potential outcomes when using a variety of approaches to recruitment and selection
- Consider a variety of techniques and methodologies to differentiate the excellent from the average candidate using Competency frameworks
- Explore the appropriate use of various psychometric tests including general ability and attributes tests.
- Experience the use of Myers Briggs MBTI and review SHL's OPQ 32 reporting material including feedback on personality questionnaires
- Understand the benefits of developing an assessment center to test candidates against future job requirements
- Examine various Emotional Intelligence EI tools to test the potential of the candidates including Daniel Goleman's research and theory
- Develop your influencing skills by making persuasive presentations of key requirements in planning recruitment/selection campaigns
- Practice all of the techniques to achieve understanding and competence in a friendly and supportive environment

### METHODOLOGY

Delegates will learn and develop competence by a combination of mini-case studies, the use of course material, practical exercises, and role-play opportunities. There will be adequate provision made to share real-life issues and experience back in their organizations either in a general sessions or individually with the program leader.

### Outlines

#### DAY 1 - The Recruitment and Selection Process

- Introductions, program objectives and ways of working
- The key elements, competencies and person specification
- The five types of interview styles
- The principles of conducting a targeted interview
- Review of day one and links to day two

#### DAY 2 - Interviewing in action, exploring the outcomes

- Developing rules of evidence for assessment
- Coding example 1: The rules of coding and syndicate exercise
- The interview process, and practice session 1
- Targeted interview practice session 2
- Review of day two and links to day three

#### DAY 3 - The use of psychological test data in the Recruitment process

- Coding example 2 + syndicate exercise
- Examining the results including standardization and drawing conclusions - syndicate exercise
- Review of psychometric tests available in the selection and recruitment process
- Analyze and complete the MBTI Personality questionnaire
- The increasing use of Emotional Intelligence in the Recruitment process - Daniel Goleman's model
- Additional insights into personality profiling including a case study
- Administration and guidelines for the use of psychometric testing
- Review of day three and links to day four

#### DAY 4 - Dealing with the results, drawing conclusions, and feedback

- Application of psychometric tests including the use of a type indicator MBTI and putting feedback into context
- Best fit analysis and demonstration

- The four scales, what do they mean? - syndicate exercises
- Recruitment and selection results and employing them as a development tool
- Review of day four and links to day five

#### DAY 5 - Design and deployment of Assessment Centres

- The latest techniques in advertising for vacancies - syndicate exercise
- How to shortlist, avoid bias and lots of hard work
- Examination of an assessment center approach - training of the assessors
- Deciding on the tools and techniques to use in the assessment and what are the consequences
- The resources required in order to run a successful recruitment or selection process
- End of program review, presentation of certificates and CPE points

## Registration form on the Training Course: Recruitment and Selection: Methodologies & Techniques

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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: .....

Telephone / Mobile: .....

Personal E-Mail: .....

Official E-Mail: .....

### Company Information

Company Name: .....

Address: .....

City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....

Position: .....

Telephone / Mobile: .....

Personal E-Mail: .....

Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

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