Global Horizon
TRAINING CENTER

Training Course: Effective Recruitment Practices: Enhancing Talent Acquisition Skills

28 December 2026 - 1 January 2027
Rome (Italy)

Training Course:
Effective Recruitment Practices: Enhancing Talent Acquisition Skills

Training Course code: HR235413 From: 28 December 2026 - 1 January 2027 Venue: Rome (Italy) - Training Course Fees: 6050 Euro

Introduction

The Certificate in Effective Recruitment Practices Training Program is designed specifically for recruitment specialists aiming to refine their skills and improve their talent acquisition processes. This program provides a thorough understanding of the essential elements of recruitment, from sourcing and engaging candidates to evaluating and onboarding new hires. With a focus on practical application, participants will gain valuable insights and tools to enhance their recruitment efficiency and effectiveness.

Throughout this five-day course, participants will engage in a blend of theoretical knowledge and hands-on exercises. By the end of the program, attendees will be well-equipped to implement best practices in recruitment, ensuring a positive candidate experience and successful talent acquisition.

Objectives

Upon completion of this program, participants will be able to:

- Understand the full recruitment lifecycle and its components.
- Develop effective sourcing strategies to attract top talent.
- Conduct thorough candidate assessments and interviews.
- Enhance the candidate experience throughout the recruitment process.
- Implement best practices for onboarding new hires.

Target Audience

This program is ideal for:

- Recruitment specialists and coordinators
- Talent acquisition professionals
- Human resources HR professionals involved in hiring
- Recruitment consultants

- Anyone responsible for recruitment and talent acquisition

Outlines

Day 1: Fundamentals of Recruitment

Session Title:

Introduction to the Training

- Welcome and Program Overview
  - Introduction to the course
  - Objectives and expectations
  - Icebreaker activity
- Overview of the Recruitment Process
  - Key stages of recruitment
  - Roles and responsibilities of a recruiter
- Understanding Job Requirements
  - Job analysis and role definition
  - Creating effective job descriptions
- Interactive Case Study
  - Analysis of a real-world recruitment scenario
  - Group discussion
- Q&A and Wrap-Up

Day 2: Sourcing and Attracting Candidates

Session Title:

Effective Sourcing Strategies

- Recap of Day 1 and Introduction to Day 2

- Developing a Sourcing Plan
    - Identifying sourcing channels
    - Building a talent pipeline
- Leveraging Technology in Recruitment
    - Use of social media and job boards
    - Applicant Tracking Systems ATS and other tools
- Practical Workshop: Crafting Sourcing Strategies
    - Hands-on activity to create sourcing plans for various roles
- Presentation and Feedback
    - Group presentations
    - Instructor and peer feedback

Day 3: Candidate Assessment and Selection

Session Title:

Evaluating and Selecting the Right Candidates

- Recap of Day 2 and Introduction to Day 3
- Screening and Shortlisting Candidates
    - Resume and application review techniques
    - Initial screening methods
- Conducting Effective Interviews
    - Types of interviews
    - Behavioral and competency-based interviewing
- Interactive Role Play: Interviewing Techniques
    - Simulation of interview scenarios
    - Group feedback and discussion
- Q&A and Wrap-Up

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Day 4: Enhancing the Candidate Experience

Session Title:

Creating a Positive Recruitment Journey

- Recap of Day 3 and Introduction to Day 4
- Candidate Communication Best Practices
    - Maintaining engagement throughout the process
    - Providing constructive feedback
- Improving Candidate Experience
    - Employer branding
    - Ensuring a smooth and welcoming process
- Practical Workshop: Enhancing Candidate Experience
    - Group activity to identify improvements in candidate journey
- Presentation and Feedback
    - Group presentations
    - Instructor and peer feedback

Day 5: Onboarding and Continuous Improvement

Session Title:

Integrating New Hires and Optimizing Recruitment

- Recap of Day 4 and Introduction to Day 5
- Effective Onboarding Strategies
    - Importance of onboarding
    - Designing onboarding programs
- Measuring Recruitment Success

    - Key metrics and KPIs
    - Continuous improvement techniques
- Practical Workshop: Developing an Onboarding Plan
    - Hands-on activity to create onboarding plans
- Final Presentations and Program Wrap-Up
    - Group presentations of their onboarding plans
    - Summary of key learnings
    - Q&A and final feedback
    - Certificate distribution

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Registration form on the Training Course: Effective Recruitment Practices: Enhancing Talent Acquisition Skills

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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

☐ Please invoice me

☐ Please invoice my company

Easy Ways To Register

Telephone: +201095004484 to provisionally reserve your place.

Fax your completed registration form to: +20233379764

E-mail to us : info@gh4t.com or training@gh4t.com

Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt.