Global Horizon
TRAINING CENTER

Training Course:
Certified Specialist in Recruitment and Selection

30 August - 3 September 2027
Madrid (Spain)

Training Course:
Certified Specialist in Recruitment and Selection

Training Course code: HR235123 From: 30 August - 3 September 2027 Venue: Madrid (Spain) - Training Course Fees: 5775 Euro

Introduction

This professional certification program, designed by Global Horizon Training Center, equips participants with the advanced knowledge and practical competencies required to excel in recruitment and selection within modern organizational environments.

Today, both government and private institutions face increasing challenges related to global competition, technological transformation, evolving workforce expectations, and organizational performance pressures. These challenges demand a strategic approach to human capital—where recruitment and selection are not merely operational tasks, but critical drivers of organizational success, innovation, and sustainability.

This program provides a comprehensive framework that integrates HR strategy, workforce planning, competency-based recruitment, and digital hiring practices, enabling participants to identify, attract, assess, and appoint the right talent while ensuring alignment with organizational goals and culture.

Program Objectives

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

- Develop effective strategies for identifying and attracting qualified candidates
- Apply scientific and practical methods in Human Resource Management
- Design and implement recruitment and selection policies aligned with HR strategies
- Conduct professional interviews and candidate assessments
- Integrate recruitment processes with job analysis, job descriptions, and workforce planning
- Apply modern tools and techniques in selection, evaluation, and hiring decisions
- Utilize digital solutions and e-recruitment systems effectively

Target Audience

This program is designed for:

- Human Resources Managers
- Workforce Planning Managers
- Training and Organizational Development Managers
- Employee Affairs Managers
- Recruitment and Talent Acquisition Specialists
- HR Professionals and Consultants
- Departments involved in HR development and competency building
- Individuals seeking to specialize in recruitment and selection

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Training Outline

Day 1: Introduction to Human Resource Management

- Modern concepts of Human Resource Management
- Strategic importance of HR in organizational success
- Objectives and core functions of HRM
- Recruitment and selection within HR strategy
- Aligning HR practices with organizational performance

Day 2: HR Functions Supporting Recruitment and Selection

- Human resource planning and workforce forecasting
- Job analysis and competency frameworks
- Developing job descriptions and specifications
- Determining workforce needs quantity and quality
- Integration between HR functions and recruitment strategies

Day 3: Recruitment Strategies and Practices

- Concept and objectives of recruitment
- Developing recruitment policies and frameworks
- Internal vs. external recruitment sources
- Modern recruitment strategies and sourcing channels
- Evaluating recruitment effectiveness and performance
- Calculating and managing recruitment costs

Day 4: Selection and Appointment Excellence

- Key principles in selection and appointment processes
- Roles and responsibilities in hiring decisions
- Professional and psychological assessment tools
- Steps in structured selection processes
- Types of interviews behavioral, competency-based, panel
- Reading body language and candidate behavior
- Negotiation techniques in hiring discussions
- Appointment procedures and onboarding preparation

Day 5: E-Recruitment and Digital Hiring

- Introduction to e-recruitment systems and platforms
- Benefits: efficiency, cost reduction, and scalability
- Digital sourcing and screening tools ATS, AI-based systems
- Enhancing employer branding through digital channels
- Data confidentiality and ethical considerations
- Building and managing talent databases
- Future trends in recruitment technology

Registration form on the Training Course: Certified Specialist in Recruitment and Selection

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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.