



“RECRUITMENT, SELECTION & INDUCTION” (4 HOURS)

Audience: Designed for managers, supervisors and team leaders.
Recommended Minimum: 6, Maximum: 20.

Venue: Preferably in an external training venue.

“Recruitment, Selection & Induction” is a ‘must-do’ program for all managers and supervisors. The ‘right’ people in your business will be your greatest asset and the ‘wrong’ people will be your greatest cost (and not only financially). No amount of performance management will overcome a flawed selection.

With the advent of the Internet, recruitment practices have changed a lot. Selection practices have also changed significantly and there are important legal factors to take into account.

Your Induction Process will be the major determinant of whether your good new team members will stay or go and also to what standard they will start performing. Bad work habits are much harder to turn around than good work habits are to establish.

Topics include:

- **The Basic Tools of Recruitment and Recruitment Sources**
- **A Good Job Fit**
- **Sources of Information about Applicants**
- **Employment Interviewing**
- **Legal Requirements**
- **The Importance of Effective Induction**
- **Employees with Special Needs**
- **Performance Reviews**
- **Personnel Files**

Participation in this module as a ‘one-off’ is a very valuable learning experience that is significantly enhanced if participants are able to complete the whole Leadership and Management Program Series. This series is run in capital cities and various regions for proprietors, managers and senior staff.