



'Leadership for Success'

17.-18.03.2011.

YOUR BENEFIT

by the end of the course delegates will be able to:

- Write more effective job briefs
- Have a better idea how to reach and inspire the young generation 'Y'
- Better sell opportunities to candidates
- Write more successful adverts
- Demonstrate increased control with candidates
- Demonstrate qualification and commitment techniques
- Think more creatively whilst sourcing candidates
- Network more effectively with candidates
- Manage the interview process more thoroughly
- Better identify candidate motivations and aspirations
- Build more value into the process
- Better communicate in the process with candidates and colleagues
- Maximise success ratios throughout the recruitment process

TARGET AUDIENCE

17th and 18th of March
at Avalon Hotel
Kaleju street 70, Riga
10am – 5:30pm
(2 coffee breaks & lunch included).

TRAINING CONTENTS

Day one looks at how to best define and describe an opportunity, and considers the attributes of both a successful advert and a successful job description. Sessions include understanding the **difference** between **Generation 'X'** and **Generation 'Y'**, and how to achieve greater success whilst sourcing and attracting candidates, and communicating an opportunity to them. It also looks at the difference between good and bad CVs', and how to better communicate CVs' and candidates internally to relevant managers.

The afternoon offers tips on how to **improve** candidate **qualification** and **increase commitment** to the process, and best prepare candidates for interview. It ends with discussing the benefits of creating a positive experience for candidates, specifically around how to best generate referrals and recommendations.

Day two starts with **investigating** the interview process and covers the preparation required by all parties **to ensure success**. The interview stage includes focusing on some of the key questions to best explore and **identify** candidate **motivations**. This also looks at how to better sell the company benefits in order to increase the value proposition to ensure maximum 'buy in'. There are additional tips on successful interviewing for those who haven't had any formal training.

The afternoon focuses on **campaign management** and breaks the entire recruitment process down in to twelve steps. This session establishes key templates throughout, up to and including a three-month period after a candidate starts, to establish a well-measured and controlled campaign and ensure **maximum collaboration**.

The remainder of the day looks at how **to better communicate** with all the individuals involved in the recruitment process. This explores four broad communication styles and looks at how to communicate more effectively with each. Topics include presenting CVs, selling opportunities, identifying different interview styles, building successful relationships and fine-tuning recruitment process management.

VENUE

This two-day course is designed to help recruitment professionals, managers and business owners adapt to the 'new world of work' and operate more effectively in attracting, securing and retaining the new generation 'Y' entering today's workforce. With less emphasis on traditional recruitment authentication and verification techniques, this course explores ways to truly understand candidate motivations and aspirations, work more effectively together internally in the process, and build in to the value proposition whilst presenting an opportunity. From the start of a recruitment campaign to a period after a candidate start date, this course breaks the recruitment process down in order to increase the success ratios at every stage on the journey.

CONSULTANT

Andy Partridge
Presenter & Trainer

Andy is a presenter and trainer working within the recruitment markets delivering training to recruitment consultancies, hr professionals and line managers, working both in the UK and overseas delivering seminars and in-house training.

A specialist in motivation and building self-confidence Andy's energetic, dynamic and charismatic presentation style makes him one of the most sought after trainers within the recruitment industry.

He is enthusiastic and passionate about helping people reach their full potential, focusing on techniques to increase both confidence and control.

More information on his material and presentation style can be found on www.andypartridge.co.uk
Blog: www.enviableworkplace.com

PARTICIPATION FEE

480,- LVL + VAT per person
450,- LVL + VAT for 2nd person from 1 company
405,- LVL + VAT for 3rd person from 1 company

Inco-operation with:

