

TRAINING HIGHLIGHT:

PROFESSIONAL RECRUITMENT & SELECTION

PURPOSE:

This course centres on how to determine Human Resource needs and how to select the best person for the job. Recruitment and Selection concepts are reinforced through case studies and practical examples/role plays. The course is designed for those people who wish to advance their Recruitment and Selection Skills.

LEARNING OUTCOMES:

Upon completing this module the participants will be able to:

- Identify Recruitment needs and determine Selection Criteria.
- Identify the major Sources of Recruitment and discuss their advantages and disadvantages.
- Master the Selection Interview Techniques.
- Describe the Recruitment process and its relationship to human resource planning.

COURSE CONTENT:

The program objectives include:

- Identifying Recruitment needs and determining Selection criteria.
- Selection of Interview Techniques.
- Preparing Induction Programs.
- Advertising: Types of advertisements and costs.

TEACHING & LEARNING STRATEGIES:

Structured training presentation by facilitators, including individual/group exercise, activities and discussions. Course participants are also expected to contribute to discussions on the various aspects of Recruitment and Selection.

**GREAT FOR:**

- Human Resource Practitioners currently involved in Human Resource Management in the government or the private sectors.
- Supervisors or Line Managers who supervise and lead a team

K4,125.00 + 10% GST**5 DAYS****CERTIFICATE AWARD:**

- Upon successful completion of the module, participants will be awarded the **PNG Human Resource Institute Certificate of Attainment**
- Those who do not successfully complete the course will be issued only with a **Certificate of Attendance**

Register Now:**+675 79075580****training@concept.com.pg****www.conceptgrouppng.com****About Concept Group**

We are HR specialists with loyal clients, passionate about helping Papua New Guinean companies become more successful, by helping them better manage the people within it.