

STRATEGIC TALENT MANAGEMENT



In this talent management program, participants will learn the key processes of attracting, selecting, developing and retaining talent. Knowing what to do when you are on your own to scout for talent. Learn to be decisive about what a candidate is worth so that you don't pay more than necessary or offer too little and not attract good applicants. Choosing Mr. Right or Ms. Right with profiling tools to assist in selection. Recruiting a new employee is one of the most important decisions any manager can make. A strong appointment adds huge value to the organization and furthers the achievement of its objectives. A poor appointment can negatively impact on customers, work teams and organizational effectiveness; and cost a great deal of money.

■ Course Objective

Upon the completion of this two-day training, participants are expected to:

- ✓ Participants should be able to apply effective channel for attracting talents, utilizing profiling tools to identify behavior patterns, applying the right hiring techniques and brand your organization through HR.
- ✓ To apply 'thinking out of the box' leadership concepts to motivate talent and retaining them.
- ✓ Identify different ways that labor markets can be identified and approached.
- ✓ Describe the phases in strategic recruiting and the decisions made in each phase.
- ✓ Discuss the advantages and disadvantages of internal versus external recruiting.
- ✓ Identify three internal sources for recruiting and issues associated with their use.
- ✓ List and briefly discuss five external recruiting sources.
- ✓ Discuss three factors to consider when evaluating recruiting efforts.

■ Course Structure

The certificate course in Staff Training and Development Tools and Techniques spent approximately 16 hours, OR is offered a 2-day period. The course is based on a participatory, active learning approach, group discussions. An Action Guide for Staff Training and Development Tools and Techniques, by Mr TE Lay. Participants will receive a Certificate of Participation upon successful completion of the course. The maximum number of participants is 20.

■ Course Outline

Module 1: Introduction

- Where is HR Today?
- Administrative or Strategic?

Module 2: Is he Mr. Right or Ms. Right?

- Applying profiling tools and an investigative approach
- To draw out the candidate for answers' consistency

Module 3: What it takes to retain right hire?

- Is money the vital satisfier?

Module 4: Management Phase

- HR best practices for retaining talents.
- Be out of the BOX! - Loving your people.

Module 5: Strategic Recruitment

- Labor Markets
- Strategic Recruitment Decision
- Internal Recruitment Methods
- External Recruiting Methods
- External Recruiting Sources
- Internet Recruiting

Module 6: Recruitment and Selection

- Recruiting Evaluation and Metrics
- Selection and Placement
- Selection Testing
- Selection Interviewing
- Background Investigation
- Making the Job Offer

■ Who Should Attend?

This HR training course on Talent Management, Recruiting, Developing and Retaining Employees is designed for Human Resource professionals and those who want to become Human Resource professionals to develop the knowledge, methods, and skills necessary to meet the challenges of today's