# The Firm

# Hiring Manager Talent Acquisition Training

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## Introduction

With ever-evolving approaches to talent acquisition, more and more is being asked of both recruiters and hiring managers, to ensure that their organisation is able to access the best talent quickly.

Our training modules have been designed to inspire and develop Hiring Managers around the key aspects of Talent Acquisition, and their role in both the process and the over-arching strategy, to ensure that:

- Hiring Managers understand the importance of Talent Acquisition as part of a broader business strategy

- There is an understanding around the impact of bad hiring decisions

- Positive hiring manager and recruiter partnerships can be forged to achieve better recruitment outcomes

- Risk of poor candidate experience and/or legal claims are minimised or mitigated through a clear understanding of expectations, as well as improved confidence and capability

## Who This Course is For

This course is for anyone who has line management responsibility and may therefore, also have responsibility for hiring into their team.

The course can be used as a standalone intervention, or to support an organisation's licence to operate model.

## How the Course Works

The course consists of 7 modules which can be delivered live by an experienced trainer and facilitator, or accessed as online recorded versions, or a mix of both.

# Course Content

## Module 1 – The Importance of Talent Acquisition and Your Role In It

- What Talent Acquisition is and how it differs from recruitment
- The benefits of getting Talent Acquisition right
- Why hiring can sometimes go wrong
- The true costs of a bad hire
- Your role in Talent Acquisition and why it is so important
- Positive partnering with your recruiter

## Module 2 – The Positive Power of Inclusive Hiring

- The positive impact diversity and inclusion can have on business performance
- The different types of discrimination that exist
- What unconscious bias is - where it comes from, how it manifests and how it can impact our treatment of others and potential decisions
- Mitigating against unconscious bias and discrimination in the various stages of the talent acquisition lifecycle

## Module 3 - Understanding and Articulating Your Requirements

- Using job analysis techniques to identify what behaviours will drive success in a role
- Deciding on essential and desirable criteria
- Creating an engaging job description

## Module 4 – Brand Advocacy

- Reputation management and brand advocacy
- Your role as a brand ambassador
- The impact of social media
- Using your profile and network to attract active and passive candidates

## Module 5 – Attraction and Sourcing

- Crafting a powerful job advert to attract the best diverse talent
- The power of referrals

## Module 6 – Screening & Selection

- Deciding on your screening criteria
- Selecting the right assessment approach
- Using the PERFECT interview model to select diverse talent by:
  - Designing interview questions that help select the best candidate against your requirements
  - Using the STAR process to ask questions
  - Using the ORCE process to record evidence
  - Mapping evidence back to objectively rate evidence
  - Using factual and objective evidence to give verbal feedback
  - Ensuring candidates have equal opportunity to succeed through a consistent and fair process as well as individual considerations

## Module 7 - Offers & Onboarding

- Your role in the offer and onboarding process
- Effective offer management
- Creating and using an onboarding checklist
- Pre-boarding
- 30/60/90 day plans

Whilst modules do not need to be completed in a particular order, it is highly recommended to attend Modules 1 & 2 before any others as some of the content in these initial modules helps to contextualise the content in the other modules, and ensure that hiring managers approach all activities within the TA lifecycle with a clear view around the value of TA, their role and how to ensure fairness throughout the process.

# How much does it cost?

## Online Recorded Modules

The course is designed to give you economy of scale when it comes to cost, as well as flexibility and accessibility for your hiring managers.

Content can be accessed at any time by any hiring managers included in an organisation's annual subscription.

The costs are for annual subscriptions, based on the number of hiring managers you wish to put through the training in the subscription year.

| | | Price per head for 7 modules | Price per head for 1 module |
|---|---|---|---|
| **Tier 1** | Up to 50 hiring managers | £100 | £25 |
| **Tier 2** | 51 - 150 hiring managers | £75 | £20 |
| **Tier 3** | 151 - 300 hiring managers | £50 | £15 |
| **Tier 4** | 301 - 500 hiring managers | £35 | £10 |
| **Tier 5** | 500+ hiring managers | POA | POA |

## Live Instructor Led Versions

Delivered by experienced trainers and ex-practitioners, this option enables both engagement and interaction with your hiring managers, to help embed learning, either as a standalone intervention, or in conjunction with the recorded online versions. Each 90 minute module can accommodate up to 25 people at a cost of £750 plus VAT. 60 or 120 minute versions can also be discussed and agreed.

## Bespoke Design

Bespoke design is also available. Please enquire for pricing.

All pricing includes initial consultation and standard review, approval and administration effort.

**The Firm**

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# The Firm

## About The FIRM and Why Us

The Forum for In-house Recruitment Managers (FIRM) is the leading global membership organisation providing practical, tactical and strategic insight and support to a thriving community of some 8,800 Talent Acquisition professionals.

Everything we do at the FIRM is centred around our 4 pillars; **Support, Connect, Develop, Inspire.**

With combined recruitment experience of over 60 years, The FIRM are passionate about delivering a range of services and solutions to members and clients across the recruitment industry to help make it that little bit easier.

The FIRM has extensive experience of designing and delivering recruitment training to both recruiters and hiring managers over the past 10 years.
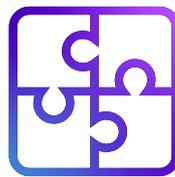
### Support

Practical templates and resources as well as industry insights to help you deliver against the tactical and strategic elements of your role.
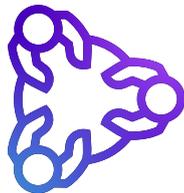
### Connectivity

Advice and support through our peer to peer connectivity and mentoring platform, and a job board connecting you to TA opportunities.

### Development

Online training and mentoring or bespoke capability solutions to meet individual and team needs.

### Inspiration

Annual awards that showcase the very best of in-house recruitment and TA, and events that inspire through real-life content.

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