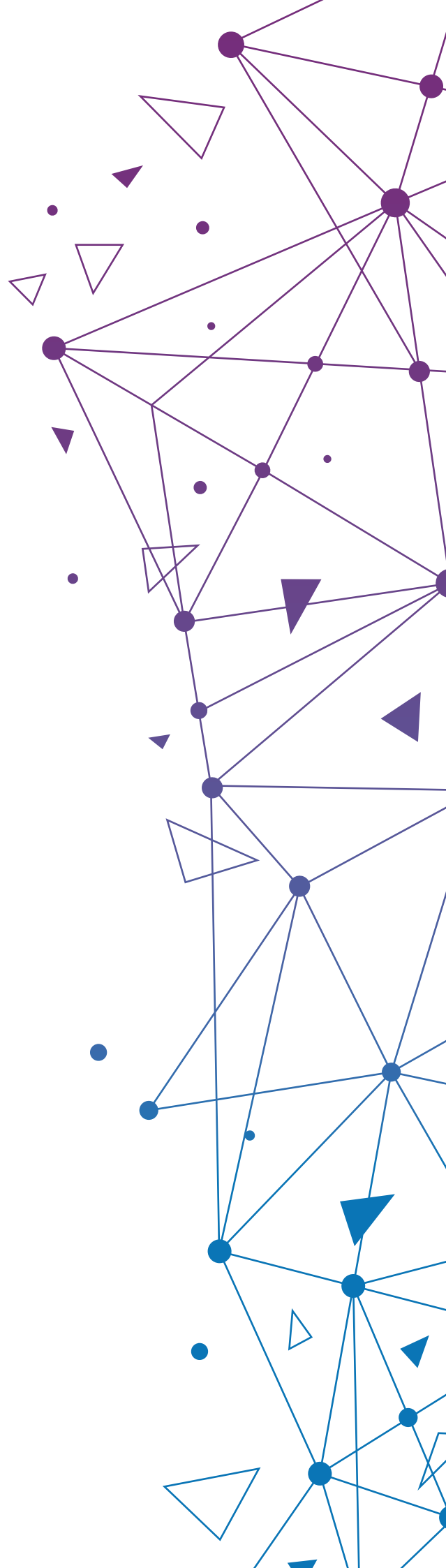
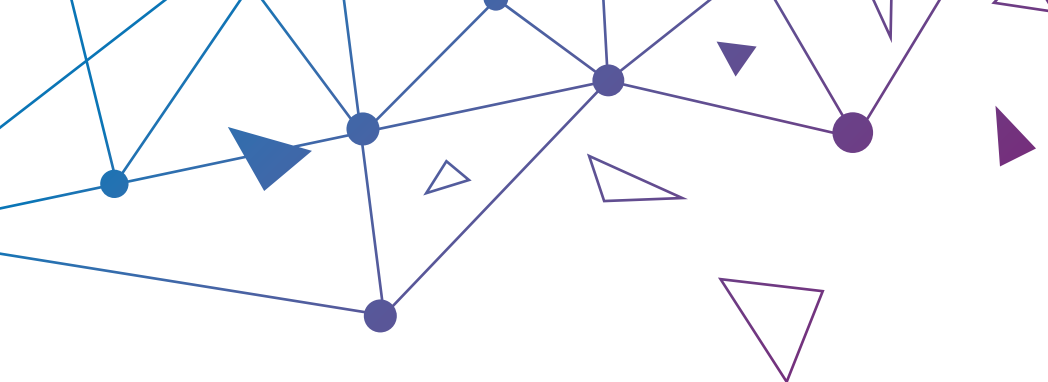


Hiring Manager Virtual Talent Acquisition Training





Hiring Manager Virtual Talent Acquisition Training

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.

This virtual course has 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 recorded modules which can be accessed at any time by any hiring managers included in an organisation's annual subscription.

Whilst it is recommended that the whole course is subscribed to, modules can also be subscribed to separately.

Hiring Managers can access content as many times as they wish/need to during the 12 months subscription period.

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

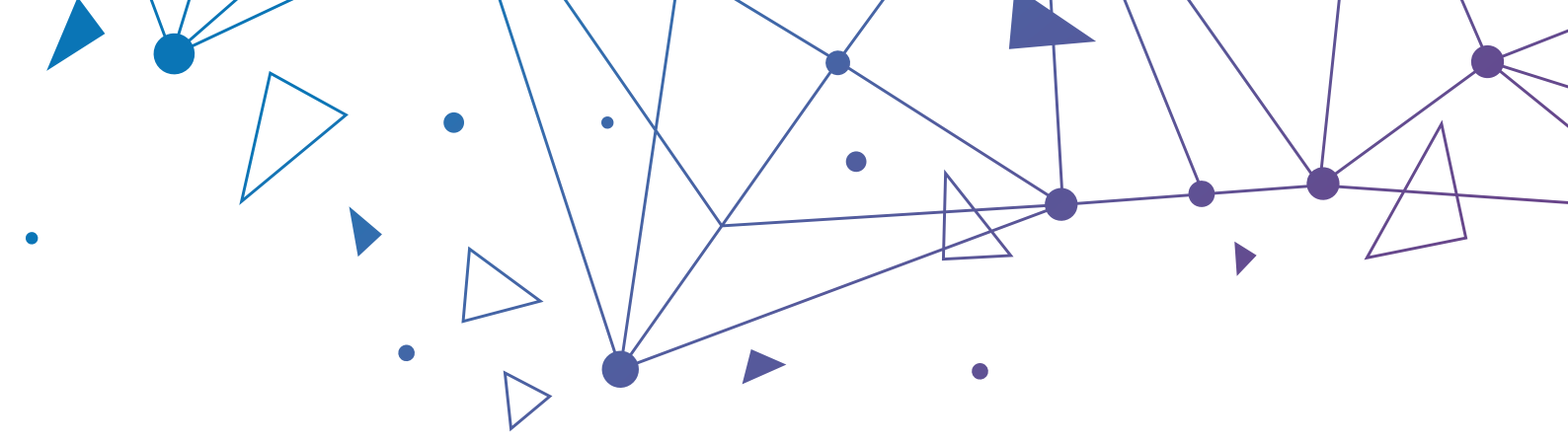
- Deciding on your screening criteria
- Selecting the right assessment approach
- Using the PERFECT interview model to select diverse talent by:
 - Designing interview questions that help select the best candidate against your requirements
 - Using the STAR process to ask questions
 - Using the ORCE 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?

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.

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 course of 7 modules	Price per module
Tier 1	Up to 50 hiring managers	£50 per head	£12.50 per head
Tier 2	51 - 150 hiring managers	£2,500.00	£625
Tier 3	151 - 300 hiring managers	£3,500.00	£875
Tier 4	301 - 500 hiring managers	£4,500.00	£1,125
Tier 5	500+ hiring managers	POA	POA

Other options are available including tracking, certification, live instructor led versions and Train the Trainer. Talk to us about availability and pricing.



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.



TheFIRM

The Forum for In-House Recruitment Managers

www.thefirm-network.com

info@thefirm-network.com

 [@thefirmrecruits](https://twitter.com/thefirmrecruits)

 The Forum for In-House Recruitment Managers