



NEW ERA OF STRATEGIC MANPOWER RECRUITMENT, SELECTION & INTEGRATION

A full day training session covering all facets of Strategic Recruitment, Selection and Induction & Organization's role in transforming new hires in to star Performers, plus identification of gaps in the current practices.

Special Discount will be provided for early bird and candidates with group



“An HR Strategist coming to Pakistan to train for one of the major issues faced by Organizations of Current Era”

Course Facilitator:

Awais Salman Khan

(CHRP, CRSS, CPCD)

HR & OD Professional / Corporate Trainer
GULF REGION

Awais is an experienced HR & OD Professional and an Expert Trainer who has been engaged with Industries like Manufacturing, Engineering, FMCG, Retail, Food & Beverage, IT & Manpower Recruitment. He is serving the corporate sector for the development of Organizations and enhancing capability & productivity of employees through consultancy & trainings.

Date & Venue:

30th August 2016

Lahore at Royal Palm Lahore
52-Canal Bank Road,
Lahore-54840

01st September 2016

Karachi at Movenpic Hotel Karachi
Movenpic hotel is situated in a prime downtown
location at Club Road, adjacent to the Chief Minister
and Governor's House.

Workshop Investment

PKR 26,000/- exclusive to GST

Timings: 9:00 – 5:30

COURSE OVERVIEW:

This training is focusing on the most highlighted issues and Gaps regarding Employee Recruitment & Selection, Interviews, Induction, Integration and quick transformation of new hires in to star performers.

Hiring a new employee is one of the largest investment you can make in business. That is why not only hiring the correct employee is so important, but training and properly inducting & integrating a new hire is most important.

Employee turnover cost companies a lot of money each year. We will discuss in detail about current Gaps plus do's and don'ts in full cycle of New Era Strategic Recruitment & Selection. We will also recommend the best solutions for the issues and provide standard Recruitment, Selection & Induction policies, procedures and related forms in form of a tool kit for the participants.

COURSE BENEFIT:

This course will provide the gap analysis in current Recruitment, Selection, Induction & Integration practices by comparing them with the Best practices in the market. You will also learn the practical insights for developing Recruitment & Selection department with Policies, Procedures and documents plus methods & techniques for Integration and socialization of new hires at workplace.

COURSE CONTENT

SESSION ONE:

Getting Started
Workshop Objectives
Overview of Course
Human Resource Management Functions
Understanding of Different Types of HR Roles
Process of Organizational Entry

SESSION TWO:

What is organizational design?
Importance of organizational design in Recruitment & Selection
What is Job Description?
Importance of Job Description in Recruitment & Selection
Why Job description is backbone of HR Functions
How to prepare an Ideal Job Description
JOB Description Preparation (Class Activity)
What is KPI?
Role of KPI's & their impact
Recruitment Related KPI's
What is Competency?
Role of Competencies in Recruitment & Selection
How to do Competency Mapping?

SESSION THREE:

What is manpower planning & Budgeting?
Pre Recruitment Process
Difference between Recruitment and Selection
Recruitment Process & its gaps
Methods of Recruitment
New Era Recruitment
What is Talent Mapping Concept & its benefits?
What is Head Hunting Concept & Its benefits?
Recruitment through LinkedIn, Face book & other social websites
Preparation of an Ad
JOB Ads and IMC Method
JOB Ad preparation (Class Exercise)

SESSION FOUR:

Your organization Recruitment Gate (Class Discussion)
Selection Process and its Gaps (Class Discussion)
Initial Job Application Screening
How to attract & receive relevant resumes
Selection Tests
Technical Tests
Psychometric Testing
Myer Brig's Type Indicator (Class Exercise)
Motivational Driven Tests (Class Exercise)
IQ Test
Know Your EQ (Emotional Quotient Test) (Class Exercise)
Recruitment & Selection process Challenges & Remedies

SESSION FIVE:

What is Job Interview?
Role of Recruiter in Scheduling an Interview
Types of Job Interviews
- Phone Interview
- Technical Interview
- Behavioral Interview
- Case related Interview
- Panel Interview
- Stress Interview
What is GASP Interview Technique? (Class Activity)
Employee Recruitment & Selection Policy, Procedure & documents
Important Recruitment Reports

SESSION SIX:

Some general Interview Questions and Answers
How to prepare for the interview questions for technical positions
Questions Employers can ask?
Questions Employers should never ask?
Questions candidates should ask?
Questions candidates should avoid?
Body Language Essentials
- Eye Contact
- Voice Quality
- Hand shake
- Content
- Posture
Performance Simulations A selection device
Proper Background Investigations
Physical Examinations

SESSION SEVEN:

Developing an effective Induction plan
Employee Induction Policy, Procedures & documents
Employee Orientation & On boarding
Your Orientation Program
Orientation Areas to be covered
Strategic Use of Employee Induction
Buddy Technique to be used smartly for best results
Knowledge management concept to be implemented for new hires.
DO's & Don'ts for your first day at work
Employee Handbook to use for new hires.

SESSION EIGHT:

What is Employer Branding?
What is importance of Employer Branding?
Role of Recruitment in employer branding
How employer branding impacts on recruitment
ROI of Employer Branding

SESSION NINE:

Cost per hire
Internal Hire Probability
Time taken to fill a job vacancy
How to calculate Labor turnover (Case study)
How to calculate Labor Productivity (Case study)
Exit Interview

COURSE METHODOLOGY

The Training will use a combination of updated theories and practical Industrial application of this Integral function. Participants will be engaged in Activities, Role plays, Video scenarios with Discussion, Group-work using examples typical to the job and different exercises to help applying the best practices in hiring and retaining employees.

WHO SHOULD ATTEND?

This training course is specially designed for all HR Practitioners, Administrators & Recruiters who want to gain Practical Industry knowledge in complete life cycle of Recruitment, Selection & integration of new hires or want to establish career in this field or to develop their skills according to updated standards

Course Facilitator

Awais Salman Khan

(CHRP, CRSS, CPCD)

HR & OD Professional / Corporate Trainer

GULF REGION

Awais is an experienced HR & OD Professional and an Expert Trainer who has been engaged with Industries like Manufacturing, Engineering, FMCG, Retail, Food & Beverage, IT & Manpower Recruitment. He is serving the corporate sector for the development of Organizations and enhancing capability & productivity of employees through consultancy & trainings.

He is a business graduate specialized in HRM. He is a Certified Human Resource Professional, a Certified Recruitment & Selection Specialist and a Certified Performance & Competency Developer. In a career span of almost 7 years, he worked persistently in the HR side of business and has been engaged in most of the HR functions with some of the top brands of current era.

His expert area includes Human Resource Management, Organizational Design, Talent Management & Mapping, Organizational Development, Learning & Development, Performance Management System (Balanced Score Card, MBO & 360 Degree), Competency Mapping, JD's & KPI's Management, Hay Method Job Analysis & Job Evaluation, Compensation & Reward Management, Career Development, Succession Planning, Employee Engagement & Retention, HR Policies, Procedures & Documents, HR Audit, Soft Skill Trainings and UAE Labor Laws.

Training is his passion and his Experience, Skills and "Can Do" attitude brands him the best in the business.

He believes: "Learning is an ongoing process which should end only with our demise"



TESTIMONIALS

Ana Abela, Group HR Manager – CIMS Group

"Amongst many HR Trainers and consultants, I considered Mr. Awais for conducting a series of Trainings like HRM Practices, Recruitment & Selection and UAE Labor Laws for our Organization because of his Industrial experience plus his training & Influencing Skills. He is a very smart and excellent trainer and it's really a pleasure to recommend him"

Vibha Sonis, HR Specialist – AG Group

"I would highly recommend the industry to work with Mr. Awais. He develops a deep and well-rounded understanding of each and every trainee before building and implementing programs. He conducted training on Performance Management & Strategic Induction for our group and left a deep imprint on all the individuals engaged, who all felt privileged and enriched by the programs undertaken."

Tameem Banu, HR Business Partner – Krishna International

Mr. Awais is an interesting, funny, engaging, and passionate speaker when sharing his knowledge of HR / soft skills. I have been fortunate to experience some of his trainings, such as Leadership in the work place, Team Building and Human Resource Management. Each time I took away lots of information to put into practice in my professional and personal life. I highly recommend Awais, you will not regret engaging with him to help develop your organization and morale at your workplace.

Jay Ermada, Sr. Customer Services Manager - Emirates Global Aluminium

"Mr. Awais conducted our in house sessions on Talent Management & Customer services and it was a lifetime experience, touched everybody's heart. He is really a true leader - a source of never ending inspiration. Keep this spirit up"

Sameer, HR Executive - Louzan

Mr. Awais is a committed, dynamic Trainer. His talent for Training exceeds normal expectations and his enthusiasm for facilitating is reflected in his Trainings. Anyone who has the opportunity to attend his sessions will learn and enjoy at the same time. I endorse this Young man for his Trainings.

Jason Joy – HR Coordinator - Belhoul Group

"Awais is a fabulous speaker, dynamic and entertaining and he is excellent in motivating the trainee's. I attended his sessions on HRM & UAE Labor Laws. His Trainings always offer insight learning of the topics and he boosts our confidence by making us believe in ourselves Don't miss to attend his session!"



HIS CLIENTELE

For registration(s) send us your Participants Name,
Designation email, address & cell numbers
Also please provide us organization's NTN #

register@quickbizgroup.com

Quickbiz Group Office No. 403 Tahir Plaza,
Sultan Ahmed Road, Block # 7 & 8
JCHS, Karachi. Contact: 021-34209142
Mobile: +92-343-2508186,
+92-300-8294943 www.quickbizgroup.com

Quickbiz Cancellation Policy:

Substitutions are welcome. cancellation must be confirmed by email.
For Cancellation made in the 05 working days to the workshop, no
refunds will be given.