



## Back to Basics Consulting

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### **An interactive 4 hour workshop**

**Who should attend:** Resourcers and consultants with less than six months experience whom will be specialising in permanent recruitment.

**Outcome expected:** Participants will gain a solid understanding of the permanent recruitment process.

### **CONTENT**

1. **Introduction**
  - ❑ How the industry started
  - ❑ Where it is now
  - ❑ Where is it going?
  - ❑ Basic definitions and jargon
  
2. **Overview of the permanent process**
  - ❑ Flowchart and steps
  - ❑ Detailed introduction to each of the steps involved from taking the job brief
  
3. **Candidates**
  - ❑ Common sourcing and selection procedures
  - ❑ Overview of interviewing techniques
  - ❑ Candidate care
  - ❑ Preparation of candidate overviews
  - ❑ Reference checks
  - ❑ Candidate management
  - ❑ Negotiation techniques
  
4. **Clients**
  - ❑ Taking a job brief
  - ❑ Shortlist presentation
  - ❑ Closing the client
  - ❑ Managing the client
  - ❑ Relationship building



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5. You
- Focus on your reality
  - Overcoming negativity
  - Attitude
  - Capacity for hard work
  - Listen
  - Planning

### **How to contact us:**

The Recruitment Training Company

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