



## Resourcer Workshop

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**Who should attend:** New candidate resourcers to the industry and those whom wish to formalise their training. This workshop is suitable for blue, white and pink collar recruitment.

**Outcome expected:** Confidence with all aspects of the role of a resourcer within a recruitment agency.

### **CONTENT**

#### 1. Introduction

- ❑ How the industry started
- ❑ Where it is now
- ❑ Where is it going?
- ❑ Basic definitions and jargon

#### 2. Overview of the process

- ❑ Flowchart and sets
- ❑ Detailed introduction

#### 3. Candidates

- ❑ Common sourcing and selection procedures
- ❑ Candidate care
- ❑ Reference checks
- ❑ Candidate management
- ❑ Negotiation techniques

#### 4. Interviews

- ❑ Definitions
- ❑ The Theory – preferential; competency; behavioural; situational
- ❑ Role Plays

#### 5. Time Management

- ❑ What exactly is time management
- ❑ Where are you spending your time
- ❑ Peak Performance Principles
- ❑ Tips from the experts



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### 6. Candidate Negotiation

- The negotiation Problem
- Preparation for negotiation
- Negotiation theory
- Communication
- Winning people to your way of thinking
- Role Plays

### 7. You

- Focus on your reality
- Attitude
- Capacity for hard work
- Listen
- Planning

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

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