

## BACK TO BASICS CONSULTING

### PERMANENT CONSULTANTS - 4 HOURS

#### Introduction

How the industry started, where it is now and where it is going; basic definitions and jargon

#### Overview of the Recruitment Process

Flow chart and steps

#### Candidates

Common sourcing and selection procedures; the interview; candidate management and care; preparation of candidate overviews; reference checking; resignations and counter offers

#### Clients

Taking a job brief; writing an advertisement; shortlist preparation; closing the client; managing the client; relationship building

### TEMPORARY CONSULTANTS - 4 HOURS

#### Introduction

How the industry started, where it is now and where it is going; basic definitions and jargon

#### Overview of the Temporary Process

Flow chart and steps

#### Candidates

Common sourcing and selection procedures; Interviewing techniques; candidate care; reference checking; candidate control & management; negotiating rates

#### Clients

Taking a temp order; negotiating rates; closing the client; managing the client; relationship building