

Scandinavian Academy
Training Center

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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Recruitment and Selection: Methodologies & Techniques

Code	City	hotel	Start	End	price	Language - Hours
HT-216SA	Jeddah	Hotel Meeting Room	2027-11-14	2027-11-18	9950 SR	En - 25

INTRODUCTION

Recruitment and selection can be very expensive and time consuming process, however there is evidence that employing the latest recruitment and selection methodologies and techniques increases the likelihood of successfully recruiting the best candidate for any intended role.

The programme will explore a number of techniques that will most certainly transform your competence as a recruiter or interviewer in either recruitment/selection, or development and appraisal opportunities.

PROGRAMME OBJECTIVES

- To examine numerous interviewing techniques and practice the process of behavioural or targeted interviewing.
- Discuss potential outcomes when using a variety of approaches to recruitment and selection
- Consider a variety of techniques and methodologies to differentiate the excellent from ‘the average’ candidate using Competency frameworks
- Explore the appropriate use of various psychometric tests including general ability and attributes tests.
- Experience the use of Myers Briggs (MBTI) and review SHL’s OPQ 32 reporting material including feedback on personality questionnaires
- Understand the benefits of developing an assessment centre to test candidates against future job requirements

- Examine various Emotional Intelligence (EI) tools to test the potential of the candidate(s) including Daniel Goleman’s research and theory
- Develop your influencing skills by making persuasive presentations of key requirements in planning recruitment/selection campaigns
- Practice all of the techniques to achieve understanding and competence in a friendly and supportive environment

TRAINING METHODOLOGY

Delegates will learn and develop competence by a combination of mini case studies, use of course material, practical exercises, and role play opportunities. There will be adequate provision made to share real life issues and experience back in their organisations either in general session or individually with the programme leader.

PROGRAMME SUMMARY

This programme develops the essential skills, knowledge and methodologies to successfully perform recruitment and selection assessment, and then explores the individual competence of the decision makers. Finally, how to influence organisations to change their approach to recruitment and selection by constructing objective information and presentations.

PROGRAMME OUTLINE

DAY 1 - The Recruitment and Selection Process

- Introductions, programme objectives and ways of working
- The key elements, competencies and person specification
- The five types of interview styles
- The principles of conducting a targeted interview
- Review of day one and links to day two

DAY 2 - Interviewing in action, exploring the outcome(s)

- Developing rules of evidence for assessment
- Coding example 1: The rules of coding and syndicate exercise
- Interview process, and practice session 1
- Targeted interview practice session 2
- Review of day two and links to day three

DAY 3 - The use of psychological test data in the Recruitment process

- Coding example 2 + syndicate exercise
- Examining the results including standardisation and drawing conclusions - syndicate exercise
- Review of psychometric tests available in the selection and recruitment process
- Analyse and complete the MBTI Personality questionnaire
- The increasing use of Emotional Intelligence in the Recruitment process - Daniel Goleman’s model
- Additional insights into personality profiling including case study
- Administration and guidelines for the use of psychometric testing
- Review of day three and links to day four

DAY 4 - Dealing with the results, drawing conclusions, and feedback

- Application of psychometric tests including use of a type indicator (MBTI) and putting feedback into context
- Best fit analysis and demonstration
- The four scales, what do they mean? - syndicate exercises
- Recruitment and selection results and employing them as a development tool
- Review of day four and links to day five

DAY 5 - Design and deployment of Assessment Centres

- The latest techniques in advertising for vacancies - syndicate exercise

- How to short list, avoiding bias and lots of hard work
- Examination of an assessment centre approach - training of the assessors
- Deciding on the tools and techniques to use in the assessment and what are the consequences
- The resources required in order to run a successful recruitment or selection process
- End of programme review, presentation of certificates and CPE points

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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