



**Specialized course in**  
**Human Resources Management**  
**Processes & Tools:**

**Human Resources Recruitment**

**Training plan**



## Specialized course in Human Resources Management: Processes & Tools

### Human Resources Recruitment

This course will help participants in developing knowledge and skills about the management of the recruitment process and its most critical steps.

Participants will acquire knowledge and skill about recruitment methodologies tools and recruitment process design and evaluation

⇒ The lessons are conducted on face by face basis by [ITALIAN UNIVERSITY PROFESSORS AND ITALIAN SENIOR CONSULTANTS](#) skilled in the Human Resources field.

⇒ Each module will be conducted during one week through five lectures of 4 hours each.

⇒ At the end of the course, the participants will have a [Certificate of Attendance](#).

#### **This course is designed for:**

- Executives middle and first line managers/supervisors
- Consultants in the HR field
- Managers representing private and public sectors
- Young graduates who are searching for a job qualification.

#### **Facilities & Services**

- Lectures will take place in standard lecture rooms as well as in fully equipped computer labs with full Internet access.
- We provide participants with studying materials both paper and in electronic format.
- There is a specialized library with books, references and journals in topics related to management development and IT.



## Specialized course in Human Resources Management: Processes & Tools

Training program:

Day	Title	Content	Training methodologies
I	The recruitment process	Objectives and steps of the recruitment process The evaluation and monitoring of the recruitment process	Lecture, case studies, class discussion
II	Personnel search	Identify and describe positions requirements Search channels and sources Build a CV database CV evaluation and screening	Lecture, examples from the field, class exercise to build a HR budget
III	Recruitment techniques I	Assessment tools (Tests)	Lecture, class exercise on the application of recruitment tests, discussion
IV	Recruitment techniques II	The Interview process and techniques Negotiation and follow up	Lecture, recruitment interview role playing, discussion
V	New resources engagement and internal mobility	The process of engagement of the new resources: steps, mistakes and tools Internal recruitment and mobility	Lecture, case studies and example from the field, class discussion

Which **practical skills & business** knowledge will you acquire after successful completion of this course:

- Design or improve the recruitment process for you company to minimize recruitment costs and risks of failures
- Get confident with most reliable and diffused recruitment assessment techniques
- Enlarge your knowledge and awareness of sources and channels for recruitment
- Define effective systems to engage and retain talented & reliable resources.