

## COURSE PROFILE:

frontline kiwi



### Recruitment, Selection, Induction & Employment

*"It's a lot easier to hire the right person than fire the wrong person!"* In today's business environment the cost of hiring the wrong person, often in a hurry, can be very expensive. So take the time now to learn the skills of staff selection, ready for the next time you're hiring. Learn how to identify the competencies and skills needed for your vacancy. Learn how to set up your recruitment campaign, draft job ads, interpret cv's, and conduct interviews and reference checks. You'll also need to comply with relevant employment legislation, and set up an induction programme that ensures a smooth and pain-free transition into the job for both you and your new recruit.

#### Course benefits:

- ▶ Greater success in recruiting people that fit the job, and your organisation's culture
- ▶ Reduced recruitment costs
- ▶ Increased retention of staff—lower turnover
- ▶ Lower risk of employment disputes
- ▶ New staff more confident, and contributing sooner

#### Learning Outcomes:

- ▶ Develop a specification for a vacancy
- ▶ Draft advertisements and use agencies effectively
- ▶ Carry out informative selection interviews, supported by other selection methods
- ▶ Setup and run induction that quickly develops new starters' confidence and job performance
- ▶ Understand and comply with the essentials of legislation related to recruitment and employment

#### Target Audience:

- ▶ Managers and supervisors in travel and tourism businesses who recruit and employ people.

#### Course features:

- ▶ This is a two day course plus a follow-up assignment reporting on the application of new skills and knowledge back at work.

#### Course Fee:

- ▶ \$500 per delegate, includes tuition, course materials, assignment marking and follow-up, plus GST.