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Recruitment Business Skills & Best Practices

7 - 18 October 2024

Singapore

Recruitment Business Skills & Best Practices

Program Content

1. Recruitment Challenges in the 21st Century

2. Legal Aspects in Recruitment (National & International)
3. Setting Recruitment Objectives in line with Organizational Vision, Mission, Strategic Objectives or Quality Policies.
4. Recruitment Business
   - Recruitment Policy
   - Needs Forecasting
   - Recruitment Internal Sources
   - Recruitment External Sources
   - Manpower Planning
   - Recruitment Implementation
   - Recruitment Control & Evaluation
   - Dealing with Surplus
   - Recruitment & Selection
5. Quality Assured Performance of Recruitment Processes
   - Identifying Vacancies
   - Preparing Job description
   - Publicizing the Vacancy
   - Receiving Applications
   - Shortlisting Applicants
   - Line Manager and Peer Interviews
   - Final Selection Evaluation
   - Appointment Process
   - Induction Training
6. Selecting Technology including IT for Recruitment
7. Customer Centric Management
8. Leadership Activities
9. Good Practices for Managing Recruitment
10. Trends and Best Practices in Recruitment
    - Jobseeker Behavior
    - Social Media
    - Poaching
    - eRecruitment
    - Recruitment Consultants
    - Overseas Recruitment
11. Outsourcing Recruitment