



How to save millions of Rands by learning to recruit like an agency and beat them at their own game.

Companies have spent millions of Rands using recruitment agencies to recruit highly specialized talent because they just don't know how to do it themselves! This course is designed specifically for companies who want to save money by reducing their reliance on recruitment agencies by doing their own recruitment successfully. We will teach you how!

COURSE OUTLINE

www.ebsglobal.co.za

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Duration: 2 day (intensive)

Course objective:

This is a very unique course because it seeks to empower any company trying to recruit and retain the best talent and save money doing so. Companies spend millions of Rands every year on recruitment agencies and we will teach you how to recruit like a pro so you can beat them at their own game. Recruitment companies have developed very specific systems, structures, and channels through which they are able to source and recruit people which they don't want companies to know. We reveal everything!

The second thing the course aims to do is give the trainees significant insight into the recruitment process from start to finish so they not only know what to do, but how to do it themselves successfully every time. This is a very comprehensive course!

Style of training:

The course content has high level concepts which demands maximum trainee involvement and includes content transfer, exercises (individual and group), experiential learning, and role plays.

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What do you get?

- Every trainee will get a trainee booklet with all the course content included, along with the exercises.
- Every trainee will have access to the trainer for a one-on-one skype question and answer session **FREE of charge** once training is completed.
- The course includes maximum content, multi-media, and strong trainee engagement

What is expected of the trainees

- Willingness to get involved in role plays, complete exercises and tasks.
- An open-mind, willingness to learn and a positive attitude
- Ask lots of questions.

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- **DAY 1**

- **Module 1 Global talent shortages and how companies need to adapt**

- Global trends surrounding talent shortages heading into 2020
- How companies need to adapt to secure the best talent

- **Module 2 How to recruit like a pro without the use of a recruitment agency!**

- What recruitment agencies don't want you to know!
- How to set up recruitment systems, structures and candidate networks like a pro that attract the best talent to your company rather than your competition.
- What recruitment agencies DO, that YOU DON'T and how you can start doing it today
- Discover how to find those rare highly-skilled candidates that no-one can ever find and what to do with them when you find them.
- Head-hunting – where to start and how to make it happen.
- Social media platforms – Linked-in, Facebook, use of free job portals

- **Module 3 What to do before recruiting**

- Recruitment Principles
- Creating a clear EVP - Employee Value Proposition
- Understanding generational differences when hiring



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- **Competing** and **winning** at attracting the best talent in the market
- How to use resignations as a great opportunity to upgrade your skills
- Getting clear on your reasons for recruiting – objectives & outcomes
- How to develop an organogram for your team
- Conducting a job analysis – the process of defining a role
- A holistic approach to defining the employees you need.

- **DAY 2**

Module 4 Candidate experience

- How to create a candidate experience that will ensure the best talent want to start working for you today!

Module 5 A deep-dive into the recruitment process

- Sourcing candidates like an expert
- Screening CV's and what to look for
- Telephonic screening – how to do it and why it will save you hours in a day
- Shortlisting for an interview – How to do your short-list
- Interviewing – How to conduct professional interviews and alternative approaches.
- Background checks – where and how to do it
- Final short listing – Time to make a decision
- Making a decision



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Module 6 Assessment tools and psychometric tests

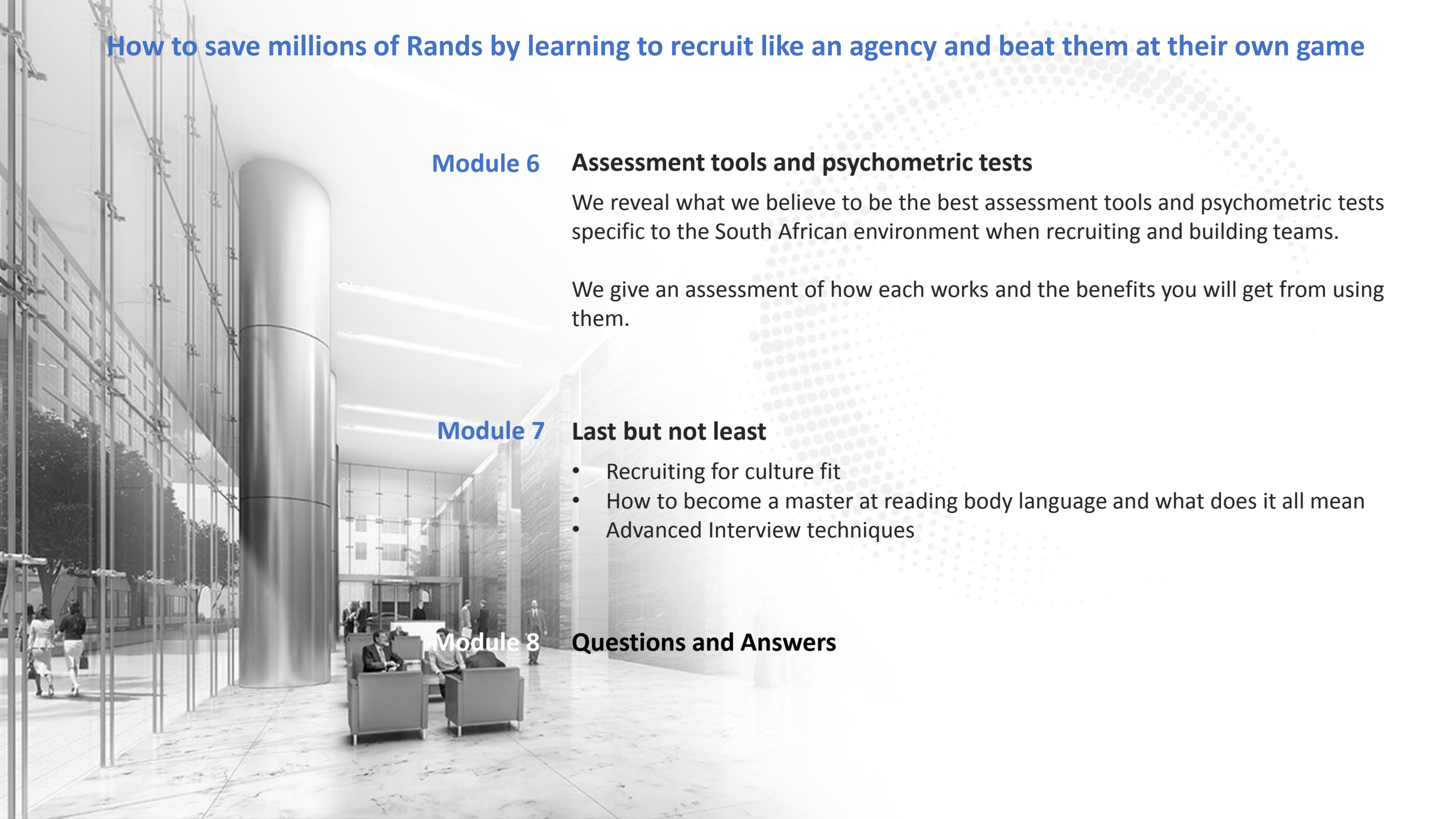
We reveal what we believe to be the best assessment tools and psychometric tests specific to the South African environment when recruiting and building teams.

We give an assessment of how each works and the benefits you will get from using them.

Module 7 Last but not least

- Recruiting for culture fit
- How to become a master at reading body language and what does it all mean
- Advanced Interview techniques

Module 8 Questions and Answers



Why use EBS Global?

- EBS Global are **professionally trained educators** with **internationally** recognized **qualifications** and experience delivering training at all levels.
- We have **experience** delivering training across a range of sectors in **11 African countries** including SA, Mozambique, Tanzania, Kenya, Malawi, Swaziland, Zimbabwe, Botswana, Zambia, Uganda and Ghana **and globally** (Australia)
- We ensure **maximum ROI** by delivering high quality content which we believe will provide genuine value to our clients through maximum trainee engagement, strong concept development, practical real life application of concepts, discussions, experiential learning, working exercises and the use of multi-media and role plays.
- Our trainers on this course are all “Old Hats” in the recruitment agency environment and are able to provide first hand experience on recruitment.