

Working Smarter! 2010

Recruiting for success

Develop strategies to recruit the right person

Recruiting can take a lot of time and energy, especially if you get the wrong person. This full day workshop is designed to help you develop strategies to identify the right person, attract the right person and select the right person. The program will introduce you to behavioural based recruitment techniques to increase your chance of employing a person who will suit the culture of your organisation.



Wendy O'Dea

Certificate IV Business (Marketing)
Certificate IV Small Business Management
Advanced Certificate Public Sector Administration
Certificate IV in Training and Assessment (current)
Certificate of Completion Public Sector Management Course
Accredited Myer Briggs Type Indicator (MBTI)
Accredited Herrmann Brain Dominance Index (HBDI)

Wendy has an extensive background in business and human resource management. She has a broad range of experience, knowledge and skills in areas of management, accountability and leadership. Wendy is enthusiastic, motivated and a highly effective facilitator and coach.

Wendy is able to train in a variety of areas including:

- ▲ Leadership
- ▲ Team Building
- ▲ Recruitment
- ▲ Governance and Accountability
- ▲ Project Management
- ▲ Business Planning
- ▲ Procurement
- ▲ Performance Management
- ▲ Change Management
- ▲ Workforce Planning
- ▲ Human Resource Management

Content:

- Principles of effective recruitment
- Developing a recruitment strategy
- Defining your requirements
- Attracting suitable candidates
- Assessing candidates
- Candidate care

Learning Outcomes for Participants

- ▲ Identify the complexities of an effective recruitment campaign
- ▲ Develop strategies for identifying suitable candidates
- ▲ Apply the principles of behavioural based recruitment
- ▲ Establish effective candidate care throughout the recruitment process

Information for Participants from the ACT Real Estate Industry:

Participants will achieve 8 of the required 12 points of professional development to meet the ACT Office of Regulatory Services (ORS) conditions for the renewal of a licence or certificate of registration as set out in the Agents Regulation (Continuing Professional Development Guideline 2008). This workshop fulfils the learning requirements under the Commissioner for Fair Trading's – Agents (Continuing Professional Development) Guideline 2008.

Workshop Details

When: 30 August 2010

Time: 8.30am – 4.30pm

Where: WISDOM Learning Centre
Fairbairn ACT

Investment: \$550 (GST free) including all materials, gourmet lunch, morning & afternoon tea

CPD Points: 8

Registration:

www.wisdomlearning.com.au