

# Talent Acquisition and Competency-based Interviews (CBI)

## Course Outline

- Manpower Planning and Forecasting
- Recruitment
- Interviewing Skills
- Hiring

### Day 1:

- The Link between Workforce and Business Planning
- WF Planning Phases
- Demand Forecasting Techniques
- Factors Affecting WF Planning
- Requisites for Successful WF Planning

### Day 2:

- Recruitment Strategy
- Job Posting Techniques
- Types of Recruitment
- Recruitment Metrics
- Recruitment vs. Talent Acquisition & Talent Acquisition Methods
- The Selection process
- Interview Types
- On-boarding

**Course Duration:** 2 Days from 9:00AM to 4:00PM

**Course Language:** English material/ bilingual lecture

**Registration Deadline:** One week before the course date

**Course Venue:** Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

### **Registration & Payment**

- Logon to [www.topbusiness-hr.com/course\\_Register](http://www.topbusiness-hr.com/course_Register) to fill a registration form. Alternatively you can request a registration form by mail from: [training@topbusiness-hr.com](mailto:training@topbusiness-hr.com).
- Course fees include materials (Soft Copy), coffee break, and certificate.
- Payment by cheque in Top Business' name, cash to our address, Visa or bank transfer.
- Payment is due within 3 working days from course confirmation date. Your registration is confirmed only after payment.
- In case of cancellation 4 working days before the course starting date, 10% of the total amount is nonrefundable

### **For More Information**

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