

The Top Recruiter

Course Overview

This program is intended to provide its participants with actual working experience in the recruitment field. This is not a theoretical training course but rather hands on actual simulation of what it's like to work as a recruiter.

Upon completion of this course participants should be able to work as recruiters in any company without the need for experience or any further on job training.

Course Outline

Module 1: Introduction to Recruitment:

- Market and Industries background
- Why Recruitment?
- Recruitment stages
- Job Description and Job Specifications
- Resume Reading

Module 2: Sourcing and Screening:

- Recruitment Plan:
 - Mapping a strategy
 - Recruitment Channels (Internal and External)
- Advertising techniques
- Tips and Tricks Of Professional Headhunters
- Online recruitment Sources
- Pre-screening

Module 3 Interviewing Skills:

- Steps of interviews:
 - Applications
 - Pre-employment tests
 - Interviews Styles
- How to conduct a perfect interview
- Body language basics

Module 4: New Hire Onboarding:

- Reference checks
- Offer letter
- Job offer negotiations
- New employee orientation
- Handling non- selected candidates
- Exit interviews

Wrapping Up:

- Career path coaching
- Client management skills

Who Should Attend

- Students who want to pursue a career in recruitment
- Fresh graduates who wants to be professional recruiters
- Anyone who wants to shift career and become a certified recruiter

Program Information:

- Duration: 27 credit hours (9 sessions)
- Start date: 25th of September 2016
- Timing: from 6 till 9 pm
- Days: 2 days per week (Sunday - Tuesday) or (Monday - Wednesday)

Program Fees: 3000 LE**Registration Fees Include:**

- Attending the program
- Certificate

Course Venue

Top Business LTD Premises: 17, Abdel Wahab Selim Elbeshry St., Sheraton Heliopolis, Cairo, Egypt

For More Information

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