



HIRING FOR THE SOCIAL AGE

3 KEYS TO HIRE / PROMOTE TOP TALENT IN OUR
DIGITALLY CONNECTED, GLOBALLY ORIENTED WORLD



COURSE OUTLINE



Light Up Your Workforce® | A Series by Ignite Global

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HIRING FOR THE SOCIAL AGE

COURSE OUTLINE



Course Aim

By the end of this course participants should be able to use the **3 Keys to a Great Hire** and follow **The Hiring Framework** to successfully plan, prepare and conduct objective-based interviews that unlock the information needed to attract and select the best talent to build teams that deliver business results.

Benefit

Hiring the right staff is the single most important thing managers can do to ensure business success. Bad hires could cost organizations millions of dollars in both direct costs as well as lost productivity. They can also disrupt the whole team, negatively affecting their output, stress levels and job satisfaction. We have to get this right, right now. The current multi-decade critical skills shortage is going to make top talent increasingly harder to attract in the future.

Unfortunately most managers have never been sufficiently trained on hiring well. Many resort to nothing more than gut feel when making this critical business decision - and live to regret it. Additionally, hiring for the Social Age presents its own set of unique challenges. Gone are the days when we could rely on skills and experience. In our digitally connected, globally oriented world we must hire people to be more innovative, strategic and creative. We must hire problem solvers. And there is a very specific way to both attract and screen this top talent.

This three-part course (delivered separately or together) provides participants with a **Framework** and supporting '**Handbook**' of practical tools that are used to ensure that each hire is the best hire. Participants will be thoroughly prepared to plan and conduct extremely robust, objective-based interviews to unlock critical information, which significantly increases hiring managers' success and the ability to attract and select the right candidates for building a great team.



Learning Objectives

- Describe the benefits of effective hiring for managers, teams, individuals and organizations and define the 3 Keys to a Great Hire
- Use the Hiring Framework for recruiting and building a great team, from preparation to start date
- Employ the tips, tools and techniques to complete essential planning activities, write a robust job description and create a high-impact internal or external job advertisement
- Apply techniques to screen resumes, decide on the setting and collaborate with other interviewers during interview preparation
- Follow the process to conduct consistent and effective interviews every time
- Prepare effective Evidence Based interview questions to unlock information during interviews
- Discuss how to interpret body language and subliminal signals, and identify how to handle different candidate types during interviews
- Identify how, when and why to use advanced interview techniques, including Situational Based interview questions to structure rigorous or pressure-filled interviews
- Follow the steps to rate, select and attract the best talent to build a great team and know how to check references
- Practice interviewing skills using business scenarios and real-life cases
- Create a Personal Action Plan and identify first steps to success

Course Topics

- **PART 1: PLANNING TO HIRE**
 - Introduction to Hiring for the Social Age
 - 3 Keys to a Great Hire
 - The Hiring Framework for Building a Great Team
 - Planning Essentials
- **PART 2: PREPARE & CONDUCT**
 - Interview Preparation Activities
 - Interview Foundation Skills - Questioning Techniques
 - Conduct the Interview – 5 Steps to a Great Interview
 - Conduct the Interview – Supplemental Skills
 - Practice – Conduct an Interview
- **PART 3: ADVANCED TECHNIQUES & SELECTION**
 - Conduct the Interview – Advanced Techniques
 - Advanced Questioning Techniques
 - Structuring Rigorous/ Pressure-Filled Interviews
 - The Selection Steps - from Selecting to Start Date
 - Practice – Putting it All Together
- **SUMMARY**
- **TAKING ACTION**

Course Details

Duration

- 2 Day instructor-led program
 - Can be conducted as two consecutive days, or split into three sessions structured as: half day + one day + half day

Audience

- Hiring Managers



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