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BUSINESS IN FOCUS TRAINING ACADEMY

“ Practical skills that make  
an impact immediately  
– this is what Business  
in Focus delivers. ”

David Evans, Managing Director  
MD Pipeline.



## Recruiting for success

### **Workshop aim**

To help owner managers identify and put into place structures needed for selecting the right candidates

### **Workshop outlines**

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- Recruiting good employees is a matter of planning and this course explains how to save time and money by sourcing and selecting the right people the first time
- The course will teach you how to target the right applicants by producing effective job descriptions and advertisements, analysing application forms to produce a shortlist as well as interviewing techniques
- We will also look at your legal requirements, as an employer you will be subject to a complicated series of responsibilities and rights, obligations and entitlements and if you fail to adhere to these then the financial penalties can be great
- We will be looking at what structure you need to put into place to make an impartial assessment of the candidates so that you can find the right one

Duration: 1 Day

Cost: £80 + VAT

FOR MORE DETAILS AND TO BOOK ONLINE

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