



PROJACS ACADEMY  
by @egis



# Management, Recruitment and Talent HR Planning

ادارة الموارد البشرية، الاستقطاب والتخطيط للمواهب

31 July – 04 August 2023

Istanbul / Turkey

## Introduction

This course basically provides an overview of how to manage employees and recruit the best candidates in organizations. It also explains the practical tools to efficiently forecast manpower needs as well as how to select and hire applicants based on best practice. The course will help participants on how to look for talents to meet the company's needs. It will provide participants with a better perception and insight on how to assess staffing needs, search for qualified candidates, and screen the best suited candidates for vacant posts to fit organizational climate. In addition, the course will focus on conducting effective interviews and complying with company's recruitment policies and procedures. Moreover, it will advise participants on how to employ the right candidates and match their qualifications with job/position requirements. Special attention will be given to all participants on how to use best practice tools in modern recruiting techniques.

## Objectives

- Understand how to plan your workforce requirements in the medium and long term, considering external and internal factors
- Learn strategies to attract talent, using employer branding, social media marketing and use of agencies and headhunters
- Know the latest trends and guidance on technology and AI that is impacting workforce planning and recruitment
- Understand the true meaning of Onboarding and how to develop an effective program that will improve employee engagement
- Develop and utilize your internal talent to maximum effect through succession planning and career development

## Who Should Attend?

- Human Resource Director\CHRO\Manager
- Talent Acquisition Director\Manager
- Talent Manager
- Workforce Planning Manager
- Recruitment manager
- HR Manager\HR Business partner
- And all managers heavily involved in recruiting

## Course Outline

### DAY 1:

#### Essential Management Skills

- Define the concept of management and its significance in business best practice
- Discover the fact behind what management is all about - what makes a good manager
- Explain the major differences between managers and leaders based on best practice
- Clarify the general role and professional responsibilities of modern managers
- Learn how to set clear objectives, conduct performance reviews and develop talents

### DAY 2:

#### Workforce Planning

- Introduce the basics of workforce planning along its implied benefits
- Understand business realities and manpower planning and staffing needs
- Learn how to forecast company needs to meet the job requirements
- Clarify the importance of job analysis in the recruitment process
- Highlight the recruitment goals along the internal and external means to achieve them

### DAY 3:

#### Recruitment Process

- Explain the recruitment process and identify the stages of hiring candidates
- Fill in an employee requisition form that elicit candidates' scope of work
- Recruit from within [through internal candidates] and job posting/advertising
- Sourcing for external candidates and short-listing applicants for interviews
- Explaining the recruiter's role and characteristics in the hiring process

### DAY 4:

#### Interviewing Skills

- Define interviews and identify the various types of interviews used in recruitment
- Highlight the most updated techniques in assessing candidates' suitability for the job
- Develop the most frequently asked questions to ensure effective interviewing
- Indicate the main errors and inappropriate questions while interviewing people for a job
- Conduct mock interviews based on role play and test interviewing abilities and skills

## **DAY 5:**

### **Talent HR Planning**

- Explain what is talent management and its general benefits in the workplace
- Highlight the value of talent management to the organization and employees
- Identify the general characteristics of talented employees and their add value
- Learn how to manage and retain talents in the workplace using HR planning
- Provide some tips and advice on how to do consider talents in HR planning

## Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a 7” Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

## Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

## Schedule

**The course agenda will be as follows:**

- |                     |                  |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am   |
| • Coffee Break      | 10.00-10.15 am   |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break      | 12.15-12.45 pm   |
| • Technical Session | 12.45-02.30 pm   |
| • Course Ends       | 02.30 pm         |

## Course Fees\*

- **3,200 USD**  
*\*VAT is Excluded If Applicable*

## المقدمة

تقدم هذه الدورة بشكل أساسي لمحة عامة عن كيفية إدارة الموظفين وتوظيف أفضل المرشحين في المنظمات. كما يشرح الأدوات العملية للتنبؤ بكفاءة باحتياجات القوى العاملة وكذلك كيفية اختيار المتقدمين وتوظيفهم على أساس أفضل الممارسات. ستساعد الدورة المشاركين على كيفية البحث عن المواهب لتلبية احتياجات الشركة. سيوفر للمشاركين تصورًا ورؤية أفضل حول كيفية تقييم احتياجات التوظيف، والبحث عن المرشحين المؤهلين، وفحص أفضل المرشحين للوظائف الشاغرة لتناسب المناخ التنظيمي. بالإضافة إلى ذلك، ستركز الدورة على إجراء مقابلات فعالة والامتنال لسياسات وإجراءات التوظيف في الشركة. علاوة على ذلك، ستقدم المشورة للمشاركين حول كيفية توظيف المرشحين المناسبين ومطابقة مؤهلاتهم مع متطلبات الوظيفة / الوظيفة. سيتم إيلاء اهتمام خاص لجميع المشاركين حول كيفية استخدام أدوات أفضل الممارسات في تقنيات التوظيف الحديثة.

## الأهداف

- فهم كيفية التخطيط لمتطلبات القوى العاملة الخاصة بك على المدى المتوسط والطويل، مع مراعاة العوامل الخارجية والداخلية
- تعلم استراتيجيات لجذب المواهب، باستخدام العلامات التجارية لأصحاب العمل، والتسويق عبر وسائل التواصل الاجتماعي واستخدام الوكالات والباحثين عن الكفاءات
- تعرف على أحدث الاتجاهات والإرشادات حول التكنولوجيا والذكاء الاصطناعي التي تؤثر على تخطيط القوى العاملة وتوظيفها
- فهم المعنى الحقيقي للإعداد وكيفية تطوير برنامج فعال من شأنه تحسين مشاركة الموظفين
- القيام بتطوير واستخدام المواهب الداخلية الخاصة بك لتحقيق أقصى تأثير من خلال تخطيط التعاقب والتطوير الوظيفي

## الحضور

- مدير الموارد البشرية \ CHRO
- مدير اكتساب المواهب
- مدير تخطيط القوى العاملة
- مدير التوظيف
- شريك أعمال الموارد البشرية
- وجميع المديرين الذين يشاركون بشكل كبير في التوظيف