



Recruitment Process Optimization – Attracting and Retaining Top Talent

Overview

In an increasingly competitive job market, optimizing the recruitment process is essential to attract, engage, and retain top talent. This training program equips participants with the skills, strategies, and tools to streamline recruitment processes, enhance candidate experience, and ensure long-term employee retention.

Target Audience

- HR professionals and recruiters
- Talent acquisition specialists
- Hiring managers
- Recruitment consultants
- Business leaders involved in workforce planning and talent management

Objectives

By the end of the training, participants will:

1. Understand the key components of an optimized recruitment process.
2. Develop strategies for identifying, attracting, and engaging top talent.
3. Design a streamlined and inclusive recruitment process.
4. Leverage technology and analytics to enhance hiring efficiency.
5. Implement strategies to improve candidate experience and retention.

Course Content

...Your partner in HR excellence

Module 1: Recruitment Process Fundamentals

- Understanding the talent acquisition lifecycle
- Identifying gaps and inefficiencies in current recruitment processes
- Aligning recruitment with organizational goals

Module 2: Attracting Top Talent

- Creating compelling job descriptions and advertisements
- Building strong employer branding to attract top candidates
- Sourcing talent through traditional and non-traditional channels

Module 3: Optimizing the Recruitment Process

- Designing a structured and efficient hiring process
- Incorporating best practices for diverse and inclusive hiring
- Conducting effective and unbiased interviews

Module 4: Leveraging Technology and Data Analytics

- Utilizing Applicant Tracking Systems (ATS) for process management
- Using data to drive recruitment decisions (e.g., time-to-hire, cost-per-hire)
- Exploring AI and automation tools in recruitment

Module 5: Enhancing Candidate Experience

- Improving communication throughout the hiring process
- Creating a positive interview experience
- Building long-term relationships with candidates

Module 6: Retaining Talent Post-Hire

- Onboarding strategies for long-term engagement
- Aligning recruitment efforts with retention goals
- Tracking success metrics to evaluate recruitment outcomes

Training Methods

- Expert-led presentations and discussions
- Interactive group exercises and role-playing
- Real-world case studies and scenario analysis

- Practical workshops on process mapping and optimization
- Q&A sessions with industry experts

Duration

- **Option A:** 2-day intensive workshop
- **Option B:** 4 half-day sessions over two weeks

Training Materials

Participants will receive:

- A comprehensive recruitment optimization guide
- Process templates and optimization tools
- Case studies and best practices for attracting and retaining talent
- Certificate of completion

Expected Outcomes

Participants will be able to:

- Design and implement a streamlined recruitment process.
- Utilize data and technology to improve hiring outcomes.
- Develop strategies to attract diverse and high-performing candidates.
- Enhance the candidate experience to build a positive employer reputation.
- Align recruitment processes with long-term retention goals.

Facilitators

Our facilitators are experienced HR and recruitment professionals with a deep understanding of optimizing talent acquisition processes. They bring years of expertise and actionable insights to help organizations hire and retain the best talent.

Fees and Registration

- **Fee:** NGN485,925 for self-paced online learning|

- **Registration Deadline:** [Insert deadline]
- **Mode:** In-person/Virtual (choose based on preference)

Effective recruitment is the foundation of a successful organization. **Join this training to optimize your hiring process and secure the talent your organization needs to thrive!**

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114
