



OVERVIEW OF COURSE CONTENT

DAY 1

Trends in the Recruitment Industry globally

- This assists Consultants to understand the importance of how their desk should be worked

What being a Consultant is all about

- What makes a 'Big Biller'

30 Steps in the Placement Process

- Discussion outlining the "30 steps", which forms the framework for the entire course.

Taking a Complete Job Order

- 11 Characteristics of a Good Job Order – this is a session that involves lots of discussion and brainstorming of ideas.
- Fill out Job Order Forms
- Role-play taking Job Orders

Recruiting

- Where can we find candidates?
- Using the data base more effectively
- Gathering of names
- Approaching candidates



DAY 2

Candidate Profiling

- Reduce the time spent on face to face interviewing, by conducting more in-depth profiling on the telephone

Characteristics of an Ideal Candidate

- 11 Characteristics of an ideal candidate
- Role-play profiling of candidates

Candidates

- Marketing 'superstar' candidates - the 11 commandments
- Obtaining candidate 'exclusives'

Presenting Candidates to Clients

- Writing Level 3 presentations
- Sharing these presentations in group format

Preparing Candidates and Clients for Interviews

Reference Checking

- When you should do them?
- What questions to ask?
- Privacy Act compliance

Debriefing Candidates and Clients after Interviews

Closing/Negotiating Deals between Client and Candidate

How to Handle Counteroffers

- When should you start preparing a candidate for a counter offer
- 8 reasons why candidates shouldn't accept a counter offer

Briefing and Debriefing Candidates for Resignation

Time Management

- The importance of marketing on a daily basis
- How to manage your time more effectively