Recruitment and training e-learning chain

by XOS

Practical course - 1d - 03h15 - Ref. 8RF
Price : 105 € E.T.

Recruter les meilleurs potentiels, identifier et promouvoir les talents au sein de votre équipe ou entreprise, anticiper et former aux évolutions de chaque métier… Les enjeux de la gestion des ressources humaines sont nombreux. Dans ce parcours nous traiterons certains de ces challenges et vous donnerons les clés pour recruter les personnes dont vous avez besoin dans votre équipe, pour mener un entretien de recrutement réussi et bien sûr pour assurer les montées en compétences de vos collaborateurs. Alors suivez le guide !

Teaching objectives

At the end of the training, the participant will be able to:

- Conduct interviews to determine the best person for the job.
- Pre-select according to company criteria: specific current needs and recurring requirements
- Draw up a job description.
- Master the key stages of recruitment.
- Identify skills needs.
- Draw up a skills repository.
- Select the right financing scheme.
- Formalize the elements to be passed on for a successful skills upgrade.
- Vary the teaching methods used in training.

Intended audience

All HR professionals wishing to support the recruitment, management and skills development of their employees.

Prerequisites

No special knowledge required.

PARTICIPANTS

All HR professionals wishing to support the recruitment, management and skills development of their employees.

PREREQUISITES

No special knowledge required.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

Practical details

Digital activities
The soft skills structure: expert videos, exercises, case studies and summary sheets.

Mentoring
L'option tutorat propose un accompagnement personnalisé par un formateur référent ORSYS, expert du domaine. Adapté aux besoins, aux capacités et au rythme de chaque apprenant, ce tutorat combine un suivi asynchrone (corrections personnalisées d'exercices, échanges illimités par message…) et des échanges synchrones individuels. Bénéfice : une meilleure compréhension, le développement des compétences et un engagement durable dans la formation.

Pedagogy and practice
Bénéficiez des conseils et des retours d'expériences des meilleurs experts. Découvrez leurs astuces et les raisons de leurs succès au travers de témoignages concrets. Les apprenants participent à un exercice de découverte active pour compléter et/ou renforcer les apports notionnels de l'expert et bénéficier d'un retour adapté en fonction de leur réponse. Durant chaque cours, découvrez des cas opérationnels réalisés par des experts pour aider les apprenants à mettre en pratique ce qu'ils viennent d'apprendre. Retrouvez une fiche synthèse complète et efficace ! Chaque apprenant pourra conserver une trace écrite de ce qu'il a appris et des conseils qu'il a reçus.

Course schedule

1 Supporting skills development
- Assessing skills.
- The professional training framework.

2 Recruiting the right person
- Assessing recruitment needs.
- Draw up an attractive job description.
- Draw up a job description relevant to the interview.

3 Conducting a successful recruitment interview
- Recruiting by the book.
- Ask the right questions for a successful interview.
- Establish a climate of trust during the interview.

4 Onboarding: make it a success!
- Master the legal framework of the day-to-day employment contract.
- Successfully integrate a new employee.

5 Training the trainers
- Build your training canvas.
- Compose your own educational symphony.
- Master the art of evaluation.

(6) Recruiting without discrimination

- Avoiding discrimination in hiring.
- Case studies: Avoiding discrimination in hiring.

(7) Becoming a tutor

- The tutor's toolbox.

(8) Additional resources (04h00)

- Prevent discrimination in hiring.