



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Recruiting the Workforce of the Future

Course Specifications

Course Number: ELK88–899 | **Course Length:** 1.0 day(s)

Course Description

Course Objective: You will develop the skills you need to develop the right-sized workforce for today's business needs. You will explore traditional hiring criteria and create new, more appropriate employee profiles. You will also creatively develop a compelling message to attract applicants. Additionally, you will plan a successful recruiting campaign. Your capstone activity in this course and in recruiting will be to select the right employee to complete the task at hand.

Target Student: This course is intended for human resource professionals with some level of experience with recruiting who want to position their companies for success through strategic recruiting initiatives.

Prerequisites: There are no prerequisites for this course.

Hardware Requirements

If you wish to use the overheads provided on the interactive CD-ROM, you will need to set up a computer for yourself. If time allows and you wish to use the business simulations provided on the CD-ROM in the classroom, you will need to set up a computer for each student participating in the class.

- A Pentium® III with 500 MHz (or better), or Macintosh® Intel-based or PowerPC G4 (or better) processor.
- At least 512 MB of RAM.
- A monitor capable of 1024 x 768 screen resolution and 32-bit color display.

Software Requirements

Each computer requires the following software:

- Microsoft® Windows Vista®, Windows® XP (Professional or Home Edition), Windows 2000, or Apple® Mac OS® X 10.4 (or higher).
- Microsoft® Internet Explorer® 7 (or higher), Mozilla® Firefox® 2 (or higher), or Apple® Safari® 2 (or higher), with pop-up blocking turned off.
- Adobe® Flash® Player 8 (current version recommended).

Course Objectives

Upon successful completion of this course, students will be able to:

- Evaluate current credential requirements and develop new ones to reflect the changing times.
- Develop a compelling recruiting message.
- Develop their recruiting campaigns.
- Select the right employee based on skill and performance measures.

Course Content

Lesson 1: Profiling the Employee of the Future

Topic 1A: Reassess Traditional Credential Requirements
Topic 1B: Develop Skill and Performance Criteria

Lesson 2: Developing a Compelling Recruiting Message

Topic 2A: Brand Yourself as an Employer
Topic 2B: Understand the Eight Essential Factors
Topic 2C: Create Your Message

Lesson 3: Planning Your Recruiting Campaign

Topic 3A: Dissect Recruiting Campaigns
Topic 3B: Target Your Market
Topic 3C: Execute the Campaign
Topic 3D: Manage the Campaign

Lesson 4: Selecting the Right Employee

Topic 4A: Develop a Selection Process
Topic 4B: Conduct the Interview

Appendix A: Critical Skills to Look for in the Workforce of the Future

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.

Excel Advanced 2013 [Ebook](#), workbooks, and solutions.

Excel comprehensive online courses, email for more details.



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