



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 - Hiring Outstanding Teams

Course Specifications

Course Number: ELK88-466 | **Course Length:** 1.0 day(s)

Course Description

You're a first-time manager who has to create a new team or complete an existing team.

You want to locate and interview great candidates, hire the most qualified, and smoothly integrate them into the team.

Course Objective: You will assess your team needs, attract candidates, interview them, select and hire the ideal candidate, and integrate the employee into your team.

Target Student: First-time managers who need to build a team.

Prerequisites: None

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

- Pentium 90 MHz or higher processor or Macintosh PowerPC.
- Screen resolution of 800 x 600 set to 256 colors.

Software Requirements

- Windows® 95, Windows® 98, Windows® 2000, Windows® ME, Windows® NT 4.0, Windows® XP Home Edition, or Windows® XP Professional.
- Microsoft Internet Explorer 5.0x, 5.5, or 6.0 or Netscape Navigator (excluding 6.0 and 6.1).
- Adobe Acrobat Reader 6.0 or higher; Apple QuickTime 5.0 or higher; Macromedia Flash Player 6.0.79 or higher; or Macromedia Shockwave 7.0.2, 8.0, 8.5, 8.5.1 or higher.
- Turn off pop-up blocking. (Windows XP with Service Pack 2 Internet Explorer users only.)

Performance-Based Objectives

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

- Attract the right candidates.
- Conduct behavioral interviews to identify ideal candidates.
- Conduct situational interviews and use other employee selection techniques to identify ideal candidates. You will also evaluate candidates and hire your preferred candidate.
- Integrate new team members onto your team.

Course Content

Lesson 1: Attracting the Right Candidates

Topic 1A: Assess Team Capabilities and Needs

Topic 1B: Initiate the Hiring Process

Topic 1C: Screen Candidates

Lesson 2: Conducting Behavioral Interviews

Topic 2A: Prepare for a Behavioral Interview

Topic 2B: Conduct the Behavioral Interview

Lesson 3: Conducting Situational Interviews and Other Employee Selection Techniques

Topic 3A: Conduct a Situational Interview

Topic 3B: Conduct Blended Interviews

Topic 3C: Evaluate Candidates Topic 3D: Hire the Candidate

Lesson 4: Integrating New Team Members

Topic 4A: Integrate the New Associate Into Your Team

Topic 4B: Evaluate Your New Employee

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