

# Executive Leadership Series

## Recruiting and Selecting the Best People for your Organisation

Poor recruitment and selection practices are costing Australian organisations billions of dollars annually.

It is estimated that the cost of bad hiring decisions in Australia for non-executive positions ranges between 30% and 50% of the annual salary (re-hiring costs, lost manager time, lost training investment, training the replacement, etc.).

So many managers and executives involved in recruitment and selection are 'unconsciously unskilled'.

This workshop will provide the participants with the needed knowledge and skills to make effective recruitment decisions and highlight how they can help to implement an effective recruitment and selection process within their councils.

### Course Content

- The executive team's key role in ensuring effective recruitment practices
- The significant costs of ineffective recruitment & selection
- Common myths about recruitment and selection
- Conscious and unconscious bias
- Interviewing pitfalls
- Validity and reliability in recruitment and selection
- The validity of various recruitment & selection methods
- Personality questionnaires: useful or a waste of time and money?
- Work sample testing
- Behavioural interviewing
- EEO and discrimination
- Advertising vacancies and media considerations
- Council recruitment & selection processes
- Upskilling your selection panels
- Key takeaway points for the executive team

### Course Details

Delivery:	Inhouse
Structure:	Interactive Workshop
Time:	One day
Class Size:	Max 15
Cost:	On request

### The Trainer



With over 32 years' experience in the human resources and management consulting fields, Narayan has provided a vast array of training and services to a range of organisations, including Local, State and Federal government agencies.

Narayan provides a very strong adult learning focus to his training. He ensures that it is experiential, practical and closely linked to workplace needs and realities.

He is also consistently described by clients as highly enthusiastic, creative and dynamic in his approach.