

HIRING THE RIGHT PERSON

Workshop - 3 hours **\$215.00 plus gst**

One-to-one training (per hour) **\$180.00 plus gst**

As businesses grow and become more successful, they need to hire staff with the right skills to support the business. This workshop will provide the tools to help you to recruit and select staff carefully. It will provide participants with practical and time effective methods for managing the recruitment process, determining what staff resources are needed, developing an accurate Job description, attracting suitable applicants, interviewing and reference checking techniques and what questions you can ask.

WHO SHOULD ATTEND:

- ▶ Business owners and Managers wanting to recruit the best person for their organisation.

BENEFITS:

- ▶ A better fit between the hired individual and the job you are hiring for.
- ▶ Managing poor performance is costly to an organisation, as is going through the hiring process again if the individual leaves. It is best to get the right person first time.
- ▶ Reduced legal concerns for selecting for or against people on non job-related criteria. Improve productivity and business performance.

TOPICS:

- ▶ The key steps to hiring the right person
- ▶ Understanding discrimination
- ▶ Conducting the successful interview
- ▶ The Privacy Act and reference checking

REGISTRATIONS:

Contact Natalie on 869-1445

Email: gistraining@bdo.co.nz

Online: www.buseducation.com

IN-HOUSE TRAINING:

Would your organisation benefit from customised training? We will deliver any of our programmes in-house and tailor them to the specific needs of your organisation.

CANCELLATION POLICY:

If a registrant wishes to cancel, five working days notice is required to receive a refund, less a 10% administration fee. If you are unable to give five working days notice, arrangements can be made at the discretion of BDO Training to transfer to another workshop or for another person to attend. Unless such notice is given, full workshop fees are payable and refunds will not be given.

BDO Training reserves the right to cancel or postpone a workshop. At this time you can either:

1. Receive one-on-one training on the workshop topic; or
2. Transfer to another workshop (if you are using a NZTE Capability Development Voucher, please contact the Regional Partner to see if this can be transferred); or
3. Have the workshop fee refunded in full.