

HRODC Postgraduate Training Institute

A Postgraduate-Only Institution

227

**Operationalising Strategic Employee
Resourcing: Recruitment and Selection
Programme**

Leading To:

DIPLOMA – POSTGRADUATE IN

**Operationalising Strategic Employee
Resourcing: Recruitment and Selection**

Progressing To MBA

**Operationalising Strategic Employee
Resourcing: Recruitment and Selection**

Programme Coordinator:

Prof. Dr. R. B. Crawford – Director of HRODC Ltd. and Director of HRODC Postgraduate Training Institute, A Postgraduate-Only Institution. He has the following Qualifications and Affiliations:

- Doctor of Philosophy {(PhD) (University of London)};
- MEd. Management (University of Bath);
- Advanced Dip. Science Teacher Ed. (University of Bristol);
- Postgraduate Certificate in Information Systems (University of West London, formerly Thames Valley University);
- Diploma in Doctoral Research Supervision, (University of Wolverhampton);
- Teaching Certificate;
- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of Academy of Management (MAoM), within the following Management Disciplines:
 - Human Resources;
 - Organization and Management Theory;
 - Organization Development and Change;
 - Research Methods;
 - Conflict Management;
 - Organizational Behavior;
 - Management Consulting;
 - Gender & Diversity in Organizations; and
 - Critical Management Studies.
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Standing Council for Organisational Symbolism (MSCOS);
- Life Member of Malaysian Institute of Human Resource Management (LMIHRM);
- Member of ResearchGate Community;
- Member of Convocation, University of London;
- Professor HRODC Postgraduate Training Institute.

Prof. Crawford was an Academic at:

- University of London (UK);

- London South Bank University (UK);
- University of Greenwich (UK); and
- University of Wolverhampton (UK).

For Whom This Programme is Designed This Programme is Designed For:

- Human Resource Professionals;
- Human Resource Managers;
- Human Resource Specialists who need to expand their knowledge and expertise in all aspects of human resources management;
- Executives;
- Directors;
- Managers who need current, specialized knowledge;
- Supervisors;
- Experienced managers who are new to the HR field;
- Other mid-level managers pursuing a career change or promotion;
- Business consultants;
- MBA students;
- Those considering entering the field of Human Resource Management Early-to mid-career professionals who need to manage the increasing complexity of interpersonal or organizational dynamics in their jobs;
- Entrepreneurs who want to learn about human resource management;
- Small business owners who do not have in-house professional Human Resource Management expertise.

Duration:

**3 Months Intensive Full-Time (5 Days Per Week) or
6 Months Full-Time (2-2.5 Days Per Week)**

Cost:£45,000.00 Per Delegate

Please Note:

- V.A.T. (Government Tax) does not apply to Corporate Sponsored Individuals, taking Programmes or Courses in any location - within or outside the UK.
- It applies only to Individuals and Corporations based in the UK and to Non-UK Individual Residents taking courses in the UK.

Cost includes:

- Free Continuous snacks throughout the Event Days;
- Free Hot Lunch on Event Days;
- Free City Tour;
- Free Stationery;
- Free On-site Internet Access;
- **Postgraduate Diploma in Strategic Employee Resourcing: Recruitment and Selection**; or
- Certificate of Attendance and Participation – if unsuccessful on resit.

HRODC Postgraduate Training Institute's Complimentary Products include:

1. HRODC Postgraduate Training Institute's **Leather Conference Folder**;
2. HRODC Postgraduate Training Institute's **Leather Conference Ring Binder/ Writing Pad**;
3. HRODC Postgraduate Training Institute's **Key Ring/ Chain**;
4. HRODC Postgraduate Training Institute's **Leather Conference (Computer – Phone) Bag** – Black or Brown;
5. HRODC Postgraduate Training Institute's **8GB USB Flash Memory Drive**, with Programme Material;
6. HRODC Postgraduate Training Institute's **Metal Pen**;
7. HRODC Postgraduate Training Institute's **Polo Shirt**, at Programme Start and End.

****Please see product images, as a separate file - Complimentary Products For Students and Delegates, from HRODC Postgraduate Training Institute.****

Daily Schedule: 9:30 to 4:30 pm.

Location: **Central London and International Locations**

**Course Programme for
Comprehensive Employee Recruitment and Selection
Leading to Postgraduate Diploma and MBA in
Employee Recruitment and Selection**

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Module Number	Pre-existing Course #	Module Title	Page #	Credit Value
1		Comprehensive Employee Resourcing: Resourcing and Selection	6	7
2		E-Recruitment and E-Selection: Online Talent Acquisitions	16	Double
3		The Newcomer in an Organisation: A Strategic Approach	20	Single
4		Managing Individuals and Groups in an Organisation	21	Single
5		Motivating Employees: Intrinsic and Extrinsic Rewards	25	Single

Programme Contents, Concepts and Issues

**Module 1:
Comprehensive Employee Resourcing: Resourcing and Selection (7-Credit)**

M1. Part 1: Essentials of Recruitment and Selection (1)

- Defining Recruitment;
- Reasons to Recruit;
- Approaches to Recruitment;
- Alternatives to Recruitment;

M1. Part 2: Essentials of Recruitment and Selection (2)

- Defining Selection;
- Factors to Be Considered For Selecting;
- Staff Turnover and Negative and Positive Impact On the Organisation;
- Levels of Individual Commitment of Potential and New Recruits;

M1. Part 3: Systematic Recruitment and Selection Process

1. Job Vacancy Identification

- Alternatives in Cases of Job Vacancy;
- Identifying When the Need to Filling Job Vacancy Arise.

2. Preparing Job Analysis, Job Description and Person Specification

- Defining Job Analysis;
- Who to Involve;
- What You Need To Find Out;
- Disqualifiers;
- Prioritising the Criteria.

3. Searching for the Right person to Fill Up the Vacancy

- Job Advertisement;
- Functions of Job Advertising;
- Proper Medium for Job Advertisement;

4. Short-listing

- Introduction;
- Steps in Short-listing.

5. Conducting Employment Test

- Psychometric Test;
- Use of Assessment Centre:

6. Arranging Interviews

- Inviting Candidates to Interview;
- Interviewing With Colleagues;
- Scheduling;

7. Conducting Interviews

- Main Objectives of a Good Interview;

- Importance of Proper Interview:
- Opening the Interview:

8. Rating Candidates and Making a Decision

- Marking Guidelines;
- Behaviours and Rating Scale;
- Deciding Which Candidate to Hire;

9. Health Screening

- Introduction;
- Heck Checks after an Offer has been Made;
- Reasonable Adjustments;

10. Reference Check

- Introduction;
- Taking up References;
- Questions Which Can Be Asked In a Reference;

11. Selection and Appointment

- Assessing the Job Candidate's Competency;
- The Selection Process;
- Tidying Up;

M1. Part 4: Human Resource and Occupational Flexibility

Human Resource Audit, Staff Induction and Periodic and Exit Interviews

- Importance of Human Resource Audit;
- Conducting Human Resource Audit;
- Weighting and Using Candidate Assessment Form (CAF);

Employee Flexibility and Workforce Flexibility

- Alternative Patterns of Work and the Increase in the Non-Standard Contracts:

British Legislation: The Rights of Disadvantage Groups

- Race Relations Act;

- Disability Discrimination Act;
- Equal pay Act 1970;
- Sex Discrimination Act 1975;

Positive Discrimination in UK: The Genuine Occupational Qualification

- Principles of Genuine Occupational Qualification;
- Asserting Genuine Occupational Qualification;
- Examples of Genuine Occupational Qualification.

Criminal Records and Vetting

- Criminal Records Bureau;
- Rehabilitation of Offenders Act of 1974;
- Vetting and Barring Scheme.

Equal Opportunity Monitoring

- Introduction;
- The Importance of Monitoring Observance of Employment Equal Opportunity;
- Positive Action under the Equality Act 2010.

Data Protection Act

- Introduction;
- Relevant Data;
- Express Permission;
- Security of Data;

Eligibility to Work in UK

- Introduction;
- Eligibility to Work in UK;
- Statutory Excuse;

Module 2:
E-Recruitment and E-Selection: Online Talent Acquisitions
(Double Credit)

M2. Part 1 – Human Resource Technological Background

- Evolution of the Human Resource Technology Tools;
- The Impact of Technology in the Human Resource Field.

M2. Part 2 – Technology in Talent Acquisition

- Mainframes, PCs, and Client Server Computer Architecture;
- The Internet;
- Software Delivery Models in Transition:
- Technology Trends and Software Users and Buyers:

M2. Part 3 – Managing Online Assessment

- The Role of Professionally Developed Assessments;
- The Value and Risk Effective Talent Acquisitions into Organisations:
- Measurement Concepts:

M2. Part 4 – Designing Online Recruiting and Testing Systems

- Recruitment and Selection Steps and Website Components:
- Assembling the System;
- Managing the System.

M2. Part 5 – Designing Online Recruiting and Screening Websites

- Acquiring Talent;
- Designing Internet Recruiting Sites;
- General Recruiting Site Components:
- Designing Online Screening Tools:

M2. Part 6 – Organising Automated Tests

- Assessment Tools;
- Considerations for Using Different Types of Assessments:
- Technology Considerations for Online Assessment;

M2. Part 7 – Tracking Tools for Staffing Managers and Recruiters

- Recruiters
- Managers
- HR Specialists

M2. Part 8 – Systems Design and Integration

- Elements for System
- Integration Concepts and Approaches

M2. Part 9 – Handling the Environmental Constraints

- Ensuring Quality in the Deployment of Online Staffing Systems;
- Issues and Challenges:
- Strategies for Managing Online Assessment Systems.

M2. Part 10 – Dealing with Cross-Cultural Employment

- Cross-Cultural Talent Assessment Programs:
- Techniques for Cross-Cultural Employment.

M2. Part 11 – Protecting Candidate Privacy and Data Security

- European Data Protection Rules;
- Design Considerations for Data and Privacy Protection:
- Internet Data Security:

Module 3:
The Newcomer in an Organisation: A Strategic Approach

M3. Part 1 – The Profile of a Newcomer

- Domestic vs. Work Orientation;
- Knowledge and Skill Disorientation;
- Geographic Disorientation;
- Cultural Misappropriation;

M3. Part 2 – Managing Organisational Entry, Orientation and Exit

- Managing Entry into the Organisation;
- Induction Programmes: A Strategic View;
- Pre-Selection Induction;
- Post-Selection Induction;
- Organisational Mentoring and Coaching;
- Transmitting Corporate Values;

Module 4:
Managing Individuals and Groups in an Organisation (Single Credit)

M4. Part 1 – Team Dynamics: Empowering High-Performance Groups

- Groups: Definition;
- Distinguishing Groups from Aggregations;
- Group Solidarity;
- Group Cohesion;

M4. Part 2 – Conflict Management in Organisation

- Role: A Contextual Definition;
- Role Enactors;
- Roles in Organisational and Non-Organisational Settings;
- The Role Set;

M4. Part 3 – Employee Development – Incorporating Training Needs Analysis

- Rationale for and Definition of Training Needs Analysis (TNA);
- Approaches, Methods and Techniques of Training Need Analysis;
- The Traditional Approach to Training Needs Analysis;
- Job Behaviour and Task Analysis;

Module 5:

Motivating Employee: Intrinsic and Extrinsic Rewards (Single Credit)

- Directing or Leading;
- The Concept of Motivation;
- Theories of Motivation;

Service Contract, incorporating Terms and Conditions

Click, or copy and paste the URL, below, into your Web Browser, to view our Service Contract, incorporating Terms and Conditions.

https://www.hrodc.com/Service_Contract_Terms_and_Conditions_Service_Details_Delivery_Point_Period_Cancellations_Extinuating_Circumstances_Payment_Protocol_Location.htm

The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate's subscription to our Policy Terms and Conditions, which are legally binding.

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