

Human Resourcing And Talent Acquisition



Gain practical skills and Knowledge to contribute towards your organisation's Resourcing And Talent Acquisition Process

Who Should Attend:

- Mid to senior-level HR professionals
- HR professionals who need a greater understanding of the drivers of business performance
- HR professionals who want to communicate with business leaders around financial metrics
- HR professionals who support business leaders
- HR managers, directors and vice presidents responsible for working with business leaders



Course Timings:

Registration will be at 08:00 on Day One. Course sessions will start promptly at 08:30 and end at 15:30. There will be two short breaks for refreshments and lunch will be served at 12:30 of each day's sessions

Brief Description:

This programme is based on a systems-approach to Human Resources management (HRM) and covers most key application fields of HRM. It aims to ensure that HRM practitioners will be able to operate more effectively in their organisations. The programme provides an opportunity for HR practitioners to boost their career in the field of Human Resource Management. The course is registered with the South African Board of People Practice (SABPP) (HR-ETQA) and comprises 15 Continuous Professional Development (CPD) Points

The course will be presented in 12 contact sessions and 12 modules over five days, each with intervals of group activities and discussions between sessions, during which delegates can apply the knowledge acquired during contact sessions.

Key Learning Objectives

- ❖ Identify the importance of a talent acquisition strategy and where it fits into the overall HR and business strategies
- ❖ Recognise the importance and need for workforce planning
- ❖ Appreciate the importance of organisational culture and its impact on talent acquisition
- ❖ Develop and implement a talent acquisition strategy
- ❖ Define succession planning and ensure that your succession plans align with and support the broader organisational strategy, goals and objectives
- ❖ Identify and retain critical organisational competencies
- ❖ Adopt succession planning approaches that meet the specific needs of your organisation

South Africa Tel: + 27 11 549 5668 | USA +1 870 600 0641 | Mobile: +27 78 512 0481

Email: info@oseasonsevents.co.za | Address: Johannesburg Fourways Broadacres, Corner of Cedar Road, and Fourways Boulevard, Johannesburg, 2191

Day One

Module 1: Understanding Your Organisation Objective:

Get an overview of the strategic planning process in your organisation and further understand HR and talent acquisition planning.

- ❖ Strategic planning process
- ❖ Organisational and HR strategic plan
- ❖ Talent acquisition plan and approach
- ❖ Trends in talent acquisition

Group Discussion: General discussion about your organisational/HR strategy, goals and objectives **Group Activity:** Teams to reflect on their organisation's talent acquisition strategy.

Module 2: Workforce Planning Objective: Understand the basic concepts and tools related to staffing and learn how to build a staffing plan.

- ❖ The staffing needs analysis
- ❖ Needs analysis tools
- ❖ Job analysis, job description, and job competencies
- ❖ Creating a staffing plan

Group Activity: Teams to formulate answers to the contextual staffing needs analysis questions.

Module 3: Employment Branding Objective: Understand the goals of an employment brand and how to build one.

- ❖ What is an employment brand? Why have one?
- ❖ Building an employment brand Individual

Activity: Delegates note down their understanding of employment brands.

Group Discussion: General discussion on how employer branding and recruiting is different **Group Activity:** Teams to assess the employment branding of well-known organisations.

Day Two

Module 4: Recruiting Objective: Learn the importance of having a recruitment approach; explore conditions that impact effective recruiting, and create a strategic recruitment plan.

- ❖ What is recruiting?
- ❖ Why is an effective recruitment approach important?
- ❖ Influences that impact recruiting
- ❖ Creating a strategic recruitment plan Individual Activity: Delegates create a sample candidate profile

Module 5: Sourcing And Targeting Objective: Understand the concept of sourcing and targeting and learn how to create an effective sourcing plan.

- ❖ What is sourcing? What is targeting?
- ❖ Types of job seekers
- ❖ Recruiting sources
- ❖ Creating a sourcing plan

Group Discussion: General and situation-based analysis of organisations' sourcing strategies.

Day Three

Module 6: Interviewing Objective: Evaluate the interview process and learn about good practices of conducting an interview.

Where does interviewing fit into the process?

- ❖ Goals of interviewing
- ❖ The interview process
- ❖ How to conduct an interview

Group Activity: Teams to work on sample job dimensions and develop interview questions.

Module 7: Evaluation And Selection Objective: Formulate the selection philosophy and understand data gathering tools, evaluation approaches, and employment offers.

- ❖ Formulating a selection philosophy
- ❖ Data gathering methods and tools
- ❖ Evaluation approaches

- ❖ Realistic job preview and employment offer

Group Discussion: The importance of having a selection philosophy and evaluation criteria.

Module 8: Onboarding And Retention Objective: Appreciate the difference between onboarding and orientation, and understand the strategic onboarding model.

- ❖ Onboarding vs. orientation
- ❖ Key onboarding activities
- ❖ The strategic on boarding model
- ❖ What do employees want? What can we do?

Group Discussion: Your most successful on boarding experience.

Group Activity: Teams to structure a sample employee's first day at work.

Day Four

Module 9: Strategic Human Resource Planning

- ❖ **Human resource planning** process
- ❖ Identifying current and future human resources needs for an organization to achieve its goals.
- ❖ Linking human resource management and the overall strategic plan of an organization.
- ❖ How to ensure that the human resource requirements of an organization are identified and plans are made for satisfying those requirements'.
- ❖ Estimating the demand for labour and evaluate the size, nature and sources of supply which will be required to meet the demand.
- ❖ Key employee retention strategy
- ❖ Absence management strategy, (recruitment) and selection strategy.

Module 10: Gap Analysis

- Identifying what new jobs the organisation will need
- Identify what new skills the organisation will need
- Conducting Employee skills audits

- Aligning employees to their strengths.

Group Activity: Case Studies of recent developments in the sample developmental organisations/companies.

Day Five

Module 11: Developing HR strategies to support the strategies of the organization.

- Restructuring strategies
- Training and development strategies
- Outsourcing strategies

Module 12: Resourcing Tools and Technology

- Using social media
- Management information Systems
- Organisational policy
- Understanding the resourcing dependency theory

Registration Form

PLEASE COMPLETE THIS FORM AND EMAIL BACK TO INFO@OSEASONSEVENTS.CO.ZA TO SUCCESSFULLY COMPLETE YOUR BOOKING

Company Name _____ Country _____

Tel Number: _____ Fax: _____

Signature: _____ Date: _____

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DELEGATES DETAILS (PLEASE FILL IN USING BLOCK CAPITALS)

1st Delegate Details:

Title	Surname	First Name
Job Title	Email (required)	Telephone

2nd Delegate Details:

Title	Surname	First Name
Job Title	Email (required)	Telephone

3rd Delegate Details:

Title	Surname	First Name
Job Title	Email (required)	Telephone

AUTHORIZATION

Title	Surname	First Name
Job Title	Email (required)	Telephone

Signature: _____ Date: _____

(This booking is not valid without a signature)

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Please select your options by ticking the boxes below

<input type="checkbox"/>	Conference and Workshop (4 days)	\$ 2,500
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<input type="checkbox"/>	Optional Tour	\$ 130

South Africa Tel: +27 11 549 5668 | USA Tel: +1 215-240-0803

Mobile: +27 78 512 0481 | Email: info@oseasonsevents.co.za

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