

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Training will provide:

- A detailed manual/workbook and electronic copy of course material
- Professional presentation of the course content, case studies and practical exercises
- One month of free telephonic and e-mail support included
- Certificate of completion
- Delivery of course material *(unless otherwise arranged)*
- Travel and Accommodation for the Facilitator *(if required)*

PLEASE WILL YOU PROVIDE:

- A suitable training venue with data projector
- White Board and/or Flip Chart and markers
- Lunch and refreshments daily

TEL 011 582 3222 / 0861 ASTROTECH
FAX 011 582 3201 / 0861 ASTROFAX
E-MAIL TRAINING@ASTROTECHTRAINING.CO.ZA
PRIVATE BAG X80500 HOUGHTON 2041

0861 ASTROTECH
WWW.ASTROTECH.CO.ZA

MINIMISING RECRUITMENT RISK

★ COURSE OVERVIEW

In the global war of talent, companies are seeking out and securing relevant skills and people with potential any way they can. In the South African context, employment equity and labour relations legislation render the field of recruitment and selection even more complex. A contested selection process or decision where the CCMA rules in favour of the aggrieved party can cost a company dearly.

In addition, the application of a poor recruitment and selection process can be equally costly in terms of inappropriate person-job-organisation fit selection decisions.

To assist organisations in applying legally compliant recruitment and selection practices which result in quality placements, AstroTech is offering a course called "Minimising Recruitment Risk".

The course covers the following topics:

- Minimising the risk of appointing the wrong person
- Matching the recruitment needs to your business context
- Determining job relevant requirements
- What makes a recruitment and selection process fair?
- Increasing the objectivity of the selection process through competency based interviewing skills and panel interviewing (practical skills application)
- Additional methods of enhancing the selection process
- Conducting fair, yet legally compliant pre-employment checks
- Making a fair selection decision
- Legislative overview

...AND MUCH MORE!



COURSE INFORMATION



WHO SHOULD ATTEND

- Team leaders, supervisors and line managers whose roles include the recruitment and selection of staff
- Recruitment officers
- Human resource officers who need to acquire these skills



OUTCOMES

After attending this course attendees should:

- Understand how to make better quality placements
- Avoid costly recruitment and selection mistakes
- Understand employer obligations in respect of the legislation
- Minimise the risk associated with recruitment



TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- Notepad & pen
- One month of free telephonic and e-mail support included



TERMS & CONDITIONS

- **PAYMENTS:**
Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:
COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course
COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course
Absent delegates are charged for.
- **POSTPONEMENTS:**
POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- **CANCELLATIONS:**
CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
- **PRESENTERS:**
Should it be necessary, AstroTech Training reserves the right to substitute the presenter.
- **VENUE:**
If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.
- **COMMUNICATION:**
When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- **DISCLAIMER:**
AstroTech Training will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.