TOURISM SOUTH EAST

Hosting the World

Selecting the Team - Information Sheet

Course Aim: This 'Selecting the Team' skill development programme aims to assist you to recruit successfully and to ensure that all legal requirements related to the employment process are met.

Duration	1 Day
Timings	Start 9.15am – Finish (Approx) 4.00pm

Who is the course intended for?
Managers, owners and supervisors who are involved in HR within the tourism, leisure and hospitality sector in the South East region.

What will I gain from the course?
You will gain essential knowledge about discrimination law
Practical hints, tips and techniques for fair interviewing and selection
Clear understanding of good interview behaviour and its benefits

What does the course cover?

- Appreciate the benefits of structured and effective recruitment process
- Plan a systematic and fair recruitment process
- Meet all relevant legal requirements
- Analyse jobs, and prepare job descriptions and person specifications
- Publicise the vacancy to attract appropriately skilled applicants
- Consider applications objectively and short list appropriate candidates
- Plan, conduct and control selection interviews and use alternative selection procedures
- Make sound selections using appropriate selection criteria
- Plan the induction of new employees
- Review the recruitment and selection process

Course Method	Discussion groups Powerpoint slides Case studies and activities
Assessment	None
Next steps	The range of Hosting the World courses is suitable for most businesses to gain the most out of London 2012.

If you require any further information, please contact:

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