

Rightrack ... a little bit of magic

**Recruitment & Selection**  
a bespoke programme



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### Introduction

This is a bespoke programme that increases skills, knowledge and awareness of the issues that surround recruitment and selection, some of which include current legislation, selection criteria and attracting the right candidates.

### Approach

A bespoke training programme is researched, designed and delivered specifically for your needs.

We have a highly developed, sophisticated yet flexible approach for creating bespoke training solutions, which typically includes:

- **Step 1: Research & Familiarisation**  
Our training specialists work with you to research the key areas that will impact the programme design and agree project objectives
- **Step 2: Confirmation of Project Activity**  
Key areas of the project are confirmed in writing including all project steps, milestones, programme structure, supporting activity, timings and evaluation measures
- **Step 3: Preparation of Learning Content**  
Our project team prepare the programme in-line with the above steps. The content is highly specific to your organisation and the initiatives that are key to the success of your business
- **Step 4: Implementation of Training Programme**  
The programme is implemented in-line with the agreed rollout plan
- **Step 5: Project Evaluation**  
The project is evaluated throughout its implementation against key measures decided upon during Step 1



## Case Study

Below is an example of a programme we have designed for a client:

### Human Resource Planning

- Organisational growth and culture
- Useful statistics
- Awareness of the market position
- Internal resources
- Sources of applicants
- Financial implications
- Equal opportunities and diversity

### Current Legislation

- Equal opportunities
- Discrimination – Sexual orientation, religious, beliefs/culture, age, disability

### Attracting Applicants

- Marketing the position externally
- Using agencies
- Marketing the position internally
- Positioning the 'package'
- The cost of recruitment
- Being mindful of legislation



### **Selection Methods**

- The screening process
- Interview methods
- Assessment centres
- Testing – ability, psychometric, behavioural
- Being mindful of legislation and discrimination
- Planning and preparation
- Measuring candidates suitability objectively

### **Interview Techniques**

- Structuring the interview
- Creating an appropriate environment
- Questioning techniques
- Competency based questions
- Non-verbal signals
- Keeping accurate records in line with the data protection legislation
- Legal issues

### **Making an Offer**

- The process
- The package
- Reserve lists
- Resource requirements
- Notifying successful and non-successful candidates
- Offering post-interview feedback



## Programme Options

This is an in-company programme with the following options:

<b>Available Packages:</b>	<b>Bespoke</b> - We research, design and deliver the programme specifically for your needs
<b>Duration:</b>	Bespoke
<b>Materials:</b>	Folder, workbook, handouts, pen and certificate of attendance
<b>Support:</b>	<p><b>Research</b> - Pre-programme research visit or telephone discussion</p> <p><b>Administration</b> - Printing and packaging of delegate materials and liaison with your chosen venue for programme arrangements. Additional administration options available</p> <p><b>Evaluation</b> - Post-programme evaluation and a consultant's report providing feedback on the programme</p> <p><b>Righttrack Membership</b> - Lifetime on-line post-programme support via our dedicated delegate website and access to the training consultant who will answer any questions relating to the programme</p>
<b>Dates &amp; Location:</b>	To suit you
<b>Delegates:</b>	Bespoke
<b>Style:</b>	Righttrack programmes are energetic, exciting and highly participative, which create an impact and motivate participants to learn and embrace change
<b>Learning Methods:</b>	We utilise a blend of learning methods: practice sessions, group workshops, scenario-driven learning, assignments, self managed learning, shared group learning, accelerated learning and structured group learning

