

# ATTRACTING, SELECTING & RETAINING MANPOWER



## INTRODUCTION

Are you currently having issues with attracting, selecting, or retaining good employees? Your employees' ability to provide excellent care ultimately affects your business' bottom line. You may be faced with challenges that can compromise your clients' care and your business' productivity:

- Having to pay overtime or staff your own facility
- Hiring a worker who quits at the end of the week
- Not finding qualified workers

Learn the tools that will help empower you to improve your recruitment and retention through this course.

## OBJECTIVES

- To have an overview of the law in relation to Attracting, Selection & Retaining
- To make an accurate assessment of the requirements of a vacancy
- To produce a constructive person specification
- To shortlist against selection criteria
- Understand the importance of interviewing effectively
- Understand the styles of selection
- Identify the key criteria for the job
- Identify talent at recruitment and selection
- Learn tools to retain staff

## WHO SHOULD ATTEND?

- Recruitment Officers
- Interviewers
- HR
- Managers
- HODs

## COURSE OUTLINE

- Generational Differences in the Workplace
- Time Management
- Improving Staff Performance through Coaching

- Training for Improved Performance
- Teamwork
- Recruitment and Retention Foundations



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