

[ HUMAN RESOURCE SERIES ]

## ATTRACTING, SELECTING & RETAINING MANPOWER



### COURSE OVERVIEW

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.

### COURSE OBJECTIVES

- To have an overview of the law in relation to Attracting, Selecting & Retaining
- To make an accurate assessment of the requirements of a vacancy
- To produce a constructive person specifications
- To shortlist against selection criteria
- To understand the importance of interviewing effectively
- To understand the styles of selection
- To identify they key criteria for the job
- To identify talent at recruitment and selection
- To learn tools to retain staff

### COURSE OUTLINE

- Module 1: Generational Differences in the Workplace
- Module 2: Time Management
- Module 3: Improving Staff Performance through Coaching
- Module 4: Training for Improved Performance
- Module 5: Teamwork
- Module 6: Recruitment and Retention Foundations
- Module 7: Writing Job Descriptions
- Module 8: Effectively Marketing Your Facility
- Module 9: Screening Applicants
- Module 10: Realistic Job Previews
- Module 11: The Interview
- Module 12: Orientation

### TARGET AUDIENCE

Recruitment Officers  
Interviewers  
HR Managers  
HODs

### COMFORI SDN BHD

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If you have any enquiries,  
please call us at **03-56213630** OR email to **info@comfori.com**



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