

Recruitment: Attracting & Selecting the Right Talent

Dates & Venues

ITF short courses are run at venues around the U.K. For dates and locations visit the website or email bookings@indietrainingfund.com
All venues have disabled access

Times

Register from: 9.45am
Session: **10am**-1.00pm

Max. attendees 12

Maximum of two delegates per company.

Eligibility

ITF courses in London are open to ITF members, Pact members and freelance industry professionals with two years proven work experience. ITF courses supported by additional funding from national and regional agencies are open to industry professionals from the relevant region. Please note our courses are not suitable for students or new entrants.

Booking

To find dates, check availability & to book visit indietrainingfund.com or contact: bookings@indietrainingfund.com

More info

*Find out more about the Indie Training Fund and how to become a member: indietrainingfund.com

This half-day workshop is designed to complement our practical Recruitment: interviewing skills course

The aims are to achieve an understanding of effective and safe recruitment techniques including the value of a paper trail, to share best practice & policies, to increase understanding of employment guidelines and the anti-discrimination legislation, and to relate these specifically to recruitment, and selection. (Please note this is NOT a legal course)

Content:

- The value of setting clear job/person criteria from the start of someone's employment.
- Taking and giving references
- Assessing candidates and looking at issues such as cappuccino interviews
- The skills involved in questioning
- Effective use of probationary periods
- The responsibility for creating positive PR for your company when attracting and contracting the most talented people

Taking into account the freelance world in which production staff are taking their decisions, this course will also consider:

- The effect of short deadlines:
- The upside - and the risks - of relying on contacts books.
- Discussion on useful interviewing techniques and sources
- An action planning exercise to determine how you can improve your effectiveness and reduce the risks.

Who's it for?

Anyone involved in the recruitment, selection and promotion of people, whether permanent, contract, or freelance.

The workshop leader:

Sue Ahern, Creative People. Sue worked for the BBC as a producer in network radio and TV production, becoming Senior Training Manager for Radio, responsible for the management and design of journalistic, technical and creative training. After the BBC she worked in independent TV and radio, advertising, press and other media related businesses. Sue joined Creative People in 1995. She specialises in helping individuals to realise their potential.

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