

*To discover new
seas you have to
lose sight of
familiar shores...*



A COMPREHENSIVE ONE-DAY SEMINAR

Our national training venues:

**LONDON
LIVERPOOL
MANCHESTER
NEWCASTLE**

“ Marie’s course has been invaluable for HR advice, council, compliance and support. ”



WWW.EMGUK.NET

RECRUIT THE BEST

Effective Recruitment and Selection are essential in any business. Selection is costly in time and money but mistakes can cost even more.

This course provides a structured framework and develops skills to plan and conduct interviews to ensure the right candidate is selected every time.

This seminar provides a structured framework and develops skills to plan and conduct interviews to ensure the right candidate is selected every time. The aim is to provide delegates with an overview of employment legislation and how it relates to the recruitment process and to give practical guidance on interviewing techniques and skills.

6 CPD HOURS

Accredited by
Solicitors Regulation Authority

PROGRAMME

Full day: 9.00am - 5.00pm

Registration and coffee

- Introduction and objectives
- Understanding recruitment in management practice
- Your role as recruiter

Coffee break

- Competencies and Recruitment
- The recruitment process
 - Stage 1 – Identifying the need
 - Stage 2 – Setting Selection Criteria

Lunch

- Competencies and Recruitment
- The recruitment process
 - Stage 1 – Identifying the need
 - Stage 2 – Setting Selection Criteria

Tea break

- Competencies and Recruitment
- The recruitment process
 - Stage 1 – Identifying the need
 - Stage 2 – Setting Selection Criteria

Close of seminar

E F F E C T I V E R E C R U I T M E N T A N D S E L E C T I O N A R E E S S E N T I A L I N A N Y B U S I N E S S

The seminar

It is often said that a company's greatest asset is its people. Therefore it is essential that the right people are appointed into the right positions at the right time.

On completion of the seminar, delegates will be in a better position to:

- Understand the need for effective recruitment and selection procedures;
- Identify the personal characteristics and skills required by an effective recruiter;
- Compile accurate job descriptions and person specifications;
- Assess whether candidates can do the job, want the job and will fit in;
- Use skills to handle recruitment selection with confidence;
- Use the candidate assessment process to identify the most suitable candidate for the job;
- Comply with legal requirements concerning interviewing and recruitment.

Our Strategy

Our strategy is based on personalised learning, where we aim to develop the competence and confidence of every delegate by actively engaging them in the seminars. Using case studies and practical examples, the delegates will be provided with a thorough grounding in this field and will gain the confidence needed to deliver accurate, effective advice.

SEMINAR PRESENTER - Marie Ward

Marie Ward is a Human Resources Professional and runs her own HR Consultancy business. Prior to setting up her business she worked as an in-house Senior HR Manager for various multinationals and UK organisations including Automatic Data Processing Ltd, Parsons Inc and Bausch and Lomb. In her last in-house position, Marie headed up the UK Human Resources department, providing guidance and support to managers within a multisite environment.

Marie has gained extensive operational and strategic Human Resources experience and is an expert in employment matters covering the entire employee life cycle, including recruitment, performance management, redundancy and reorganisations, employment contractual matters and employee management.

Marie is a Fellow member of the Chartered Institute of Personnel and Development and also holds a Masters degree in Human Resource Management.



IN - HOUSE LEARNING & DEVELOPMENT SOLUTIONS

Tailor-made training for your company

If you have a group of three or more delegates you could benefit from our flexible, in-house training programmes. Call us for a free quotation.

Membership scheme

You and your firm could be saving £000s on your CPD training. Find out how to join our membership scheme and receive immediate benefits.

For more information please call our Customer Services **+44(0)208 822 3321**, e-mail us at **info@emguk.net** or visit us online at **www.emguk.net/membership**.

Who should attend?

HR Practitioners and Line Managers with responsibility for hiring employees.

Our commitment to you

In order to ensure maximum interaction with delegates, numbers will always be kept to 15 delegates or less per seminar.

Delegates will receive a comprehensive pack, including presenters' slides.

Continuing Professional Development

EMG Associates is approved as an external course provider by the Solicitors Regulation Authority (SRA) SRA reference No. **DKU/EMGA**.

Attending this seminar qualifies you for 6 CPD hours.

Certificates of attendance will be given to all delegates, so that they may claim appropriate credits in respect of other continuing professional development requirements.

RECRUIT THE BEST

Our national training venues:

London: 7th Floor, 3 Shortlands, Hammersmith. W6 8DA
Liverpool: Il Palazzo, 7 Water Street. L2 0RD
Manchester: St James court, Brown Street. M2 2JF
Newcastle: The Collingwood Building, Collingwood Street. NE1 1JF
http://www.emguk.net/ap_traininglocations.asp

EMG Associates member price: £360 + VAT
Non-member price: £450 + VAT

Four easy ways to book

Telephone us on +44(0)208 822 3321
Fax this form to +44(0)208 822 3357
E-mail us at bookings@emguk.net
Post this form to Customer Services:
EMG Associates (UK) Ltd, 7th Floor, 3 Shortlands,
Hammersmith, London W6 8DA

Invoice/Payment details

NB. Payment must be in Pounds Sterling

- I am enclosing my cheque for £.....
payable to EMG Associates (UK) Limited
- I am paying by Bank Transfer (Bacs)
- Bank name: NatWest**
Sort code: 60-50-06
Account no: 37664018
- Purchase order:

The fee includes refreshments, administration and full documentation. For further enquiries relating to this programme, its content, the venue, or if you have any special requirements, please do not hesitate to call Customer Services on +44(0)208 822 3321.

Terms and Conditions

1. Confirmation of your booking will be sent by e-mail or post within 3 days of receipt of your booking. A VAT invoice and joining instructions will be sent to you acknowledging your booking. Please contact us if you do not receive this within seven days of booking. Seminar documentation is distributed at the time of the seminar. **2.** Upon receipt of your booking, your place(s) will be confirmed. Any cancellation must be received in writing. The following charges apply in the event of cancellations: Up to 15 days before the event – 10% + VAT; Less than 15 days before the event – 100% +VAT. A substitute delegate can be named at any time before the seminar begins without any charge. **3.** This booking form constitutes a legally binding contract. The delegate and the employer are jointly and severally liable for payment of all fees due to EMG Associates (UK) Limited. To the extent permitted by law, neither EMG Associates (UK) Limited nor its presenters will be liable by reason of breach of contract, negligence or otherwise for any loss or consequential loss occasioned to any person acting, omitting to act or refraining from acting in reliance upon the seminar, material or presentation of the seminar. **4.** Continuing Professional Development hours or points may be claimed from the following professional bodies: The Solicitors Regulation Authority and the Bar Standards Board. **5.** EMG Associates (UK) Limited may periodically contact you with details of seminars that may be of interest to you. Please write to the Customer Services Team if you do not wish to be included in this activity. **6.** It may be necessary for reasons beyond the control of EMG Associates (UK) Limited to change the content and timing of the seminar, the presenter, the date or the venue. In the unlikely event of the seminar being cancelled, EMG Associates (UK) Limited will automatically make a full refund but disclaim any further liability. **7.** EMG Associates (UK) Limited reserves the right to change the timing of the seminar, the presenter and the date and venue due to reasons beyond their control. EMG Associates accept no liability if, for whatever reason, the seminar does not take place.

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Delegate details (Please complete in BLOCK CAPITALS)

Full name: _____

Job title: _____

E-mail: _____
(To enable us to confirm your booking as efficiently as possible, please supply your e-mail address.)

Telephone: _____

Special requirements: _____

Invoice details

Name/Company: _____

Address: _____

No. of employees 1-5 6-10 11-25
in your organisation: 26-50 51-99 100+

Booking details

Please see the website for available dates and locations:
http://www.emguk.net/bp_cpddirectory.asp

Course date: _____

Course location: _____

(For more than one delegate please photocopy this form.)