

Fast Track Induction...With a Twist!

Two Day Agenda

Day 1

9.30am Introduction and Objectives

- ★ Welcome and introduction to the course
- ★ Personal objectives for the 2 days
- ★ Refresher or new to the role

Key Result Areas

- ★ Defining the consultant role in the current economy
- ★ Essential activities to carry out on a daily/weekly basis
- ★ Time Management – short and medium term
- ★ The crucial steps in the placement process

11.00am Coffee

Working with Competencies

- ★ Invaluable communication techniques – questioning and listening
- ★ The required skills that make a successful consultant – planning techniques

Proactive Sales

- ★ Vital sales activities that get results no matter what the market conditions – the sales cycle
- ★ Making your company stand out and competitor awareness
- ★ Generating leads
- ★ A structured sales process resulting in high quality meetings and more successful telephone sales

1.00pm Lunch

Sales Control

- ★ Putting the structure into practice
- ★ Today's common objections and a formula to overcome them

3.00pm Tea

The Vacancy Brief

- ★ Gathering the right information from the client to effectively qualify the best vacancies
- ★ A critical checklist for identifying 'hot jobs'
- ★ Keeping control of the 'client process'

Action Plans

- ★ Individual action plans from today's sessions
- ★ Evening project work

5.30pm Close



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Day 2

9.00am Introduction to Day 2

- ★ Feedback on evening project work

Sourcing Candidates

- ★ Maximising on your database
- ★ Direct sourcing call
- ★ Presenting opportunities to candidates a compelling way
- ★ 3D Recruiting
- ★ Social media networking

11.00am Coffee

Profiling and Qualifying Candidates

- ★ How and where to find the right candidates
- ★ Identifying good candidates to work with - vital checklist
- ★ The skills needed for profiling and qualifying

12.45pm Lunch

Interviewing for success

- ★ An easy-to-use structure for effective interviewing (face to face or telephone)
- ★ The characteristics of the 'ideal' candidate
- ★ Candidate Qualifying and profiling checklist
- ★ Matching candidate needs to client requirements

3.00pm Tea

Presenting Candidates

- ★ Effectively presenting candidates on a job/assessment
- ★ Marketing placeable candidates
- ★ Presenting candidates speculatively

The Process

- ★ Each step - Best practice standards
- ★ Controlling the (A-Z placement) process
- ★ Deal breakers – prevention and cure

Action Plans

- ★ Re-visiting personal objectives
- ★ How to apply new skills and knowledge
- ★ Agreed action plans

5.30pm Close

