

Grassroots Hiring

Getting & Keeping the Right People



Objectives

- Discuss and understand the various aspects of the hiring process
- Learn how to write the job description and prepare for the interview
- Become familiar with techniques for conducting interviews effectively
- Recognize the importance of a performance review process and learn how to implement one
- Discuss tips for handling terminations professionally

Overview

- The Hiring Process
 - Define the Job
 - Attract Candidates
 - Interview
 - Verify
 - Employ
- Set Objectives and Train
- Provide Performance Feedback
- Handle Terminations Professionally

It is increasingly important that organizations hire the very best people available. It can be very costly and time consuming if the wrong hiring choices are made. Being prepared will help maximize your hiring success and minimize your hiring mistakes.

Grassroots Hiring

is a basic workshop designed for people who have little or no hiring experience. Participants will learn a systematic process for hiring and keeping the right people.

This program will be of particular interest to new managers and small business owners.

Schedule your workshop today!

Call **902-405-3411** or email mail@daleyprogress.com.