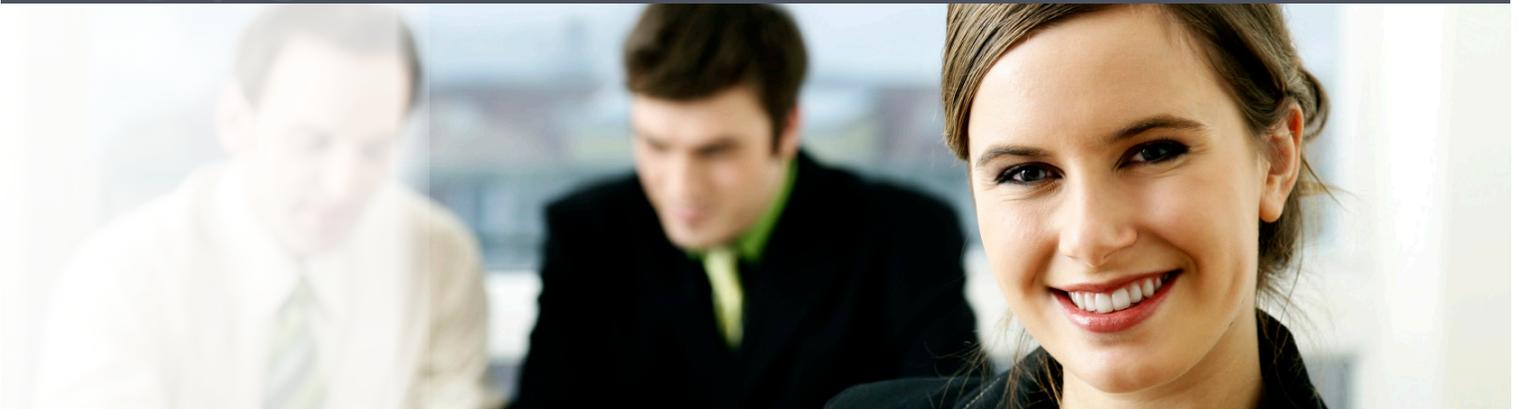


HIRING WINNING TALENT

VITAL LEADERSHIP



A successful hiring process doesn't start with the job posting, and it doesn't end when a candidate has been selected. Before a position is advertised, an efficient and consistent hiring process must be in place to enable managers to identify job competencies, build interview questions and develop a hiring strategy that will attract qualified employees who perform well and fit in with the team and the organization's culture.

HIRING THE BEST EMPLOYEES BRINGS SUCCESS

A team leader or manager's ability to understand and carry out a structured hiring process has a direct effect on an organization's success. Without a proven process in place, leaders are more likely to devote too much time to interviews and too little time to preparation and the selection process, which can result in hiring the wrong employee.

The Vital Learning Hiring Winning Talent™ program equips leaders with proven processes and tools to help them master the art and science of identifying and hiring great employees who will perform in the top 20 percent. Leaders will learn to implement a structured process that can streamline and empower successful hiring. This process includes the following:

Defining what you're looking for
Planning the interview
Conducting the interview
Making the selection

Hiring Winning Talent also provides leaders with the key skills required to interview candidates, as well as ways to build team cohesion by involving team members in the hiring initiative.

Throughout this course, managers review case studies, participate in group discussions, practice new skills, and receive immediate feedback. The program provides them with implementation tools, a troubleshooting guide and additional resources to help them apply the skills they have learned on the job.

ESSENTIAL COURSE MATERIALS

Hiring Winning Talent is available in classroom, eLearning and blended formats to accommodate any organization or type of business. Each course includes the following course materials:

Facilitator Guide

- Provides complete instructions about how to conduct this course
- Supplies explanatory information for the trainer, sample trainer narrative, transcripts of video segments and facilitation notes
- Includes the facilitator resource CD, which contains a PowerPoint presentation, additional resources, reproducible pages from the facilitator guide and a participant workbook

Participant Workbook

- Provides exercises, forms, skill practice aids
- Offers a job aids section with tools and resources for applying course skills
- Includes a Memory Jogger Card™, which gives leaders a handy reminder of this course's skill points



BENEFITS OF HIRING WINNING TALENTS

Organizations can offer this course in the format that works best for them — classroom, eLearning or blended.

Program is designed for six to 18 participants to complete in eight hours.

Course participants receive hands-on experience practicing the program's skills and methods.

Participants learn to establish an efficient process that reduces the time it takes to interview and select a qualified candidate.

Participants learn to maximize new employees' productivity by ensuring that candidates are a good fit for the job and the team.

Participants learn to encourage team cohesion and support for new employees by involving team members in the process.

Participants learn to increase new-employee retention and reduce turnover during the employee's first year on the job.

Hiring Winning Talent and Memory Jogger Card™ are trademarks of Vital Learning.

