**Pointers to be covered as discussed**

**Week 1 & Week 2** – Classroom training including all the foundation topics, recruitment templates, call listening activities, sourcing & discussing job requirements, mock call practice sessions which would be a group activity

**Week 3 & Week 4** – Individual activity starts: Trainees working on floor, doing sourcing & screening activity

* Each trainee sourcing 10-12 profiles per requirement with making 50-70 calls internally which would all be scenario based calls (Incoming & outgoing calls)
* Trainees would be adhering to the full recruitment cycle right from preparing priority reports & preparing full submittal templates which would include: Candidate summary, Candidate skill matrix, and Candidate General Information
* Trainees would be working on dummy requirements which they would pick from job-boards/ collective bank of requirements which we shall be providing to them
* Trainees to be made familiar with live job boards (Snap shots to be shared with trainees)
* Trainees to attend Webinar on Job Diva (ATS) to give them a familiarity with how to use an ATS
* Similarly trainees to attend webinar on how to use LinkedIn
* Ops team to choose, pick & decide 5 topics amongst 10 presenters which would be distributed in 2 batches so that each one could take a 1 hour session with the trainees. The presenter names & topics would be fixed & this activity shall keep rotating for all future batches moving forward. Sessions to be conducted by Ops Managers & above designated employees
* Ops team would be coming & meeting the trainees in week 1 & shall decide the trainees whom they feel should be eliminated based on their Comm skills. Moving further training would be given only to those trainees whom the Ops team gives a heads-up too
* The shadowing activity would be shifted from week 4 to week 5 so that the trainees get habituated & complete their operations training on floor in week 3 & 4
* A dedicated QC would be monitoring the call flow, adherence to call script & submission format activity right from day 1 in their week 3 & throughout week 4. If required then this designated resource would be monitoring their activity even after week 4 based upon operations request
* Based on the trainers & QC’s observations & feedbacks decision would be took on the trainees who are not able to cop up and need to be eliminated

**Week 5 –** Finally after the complete training on floor trained resources would be handed over to the operations team based on their needs for shadowing activity with experienced recruiters