

AN INVITATION to a competency based workshop with First Door...

Recruit, select and induct staff



Engage in active learning in the unit **BSBHRM405A Support the recruitment, selection and induction of staff**
from **BSB50117 Diploma of Management**

This unit relates to the **National Quality Standard Quality Area 7: Leadership and service management**

Monday 17th of March at 8.30am to 1.30pm

Tea and coffee is available from 8.15am for an 8.30am start

Morning tea is provided and participants receive a certificate of attendance

Workshop topics

Planning for recruitment

Identifying future workforce needs and the timeline for recruitment processes

Preparing job descriptions and advertising

Relevant job role descriptions to assist in recruitment and the advertising process

Developing interview questions to select the right candidate

Developing a selection process

Employment documentation

Required and suggested documents for all staff

Induction processes and training

Onboarding and new staff procedures to assist in their continued success

More details

Workshop cost

\$75 per person, or
\$55 per person for bookings of
two or more people

Venue

Ko-work, 6 Endeavour Blvd
North Lakes, Q 4509
(turn 2nd left off Discovery Drive)

Bookings and more information

Bookings required as limited places

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