



# Recruitment



## Recruitment

Recruitment is the industry where we found the solutions for new challenges as strategies for attracting clients and candidates become more competitive, and we need to recruit qualified individuals to help us out. If you wish to keep ahead in this recruitment game, you better get yourself skilled with the new recruitment strategies and innovative recruitment methods. If you are still not ready to get the insights, take our exclusive bundle course on recruitment right away!

The Recruitment Bundle is a magnificent creation of 6 effective and fruitful courses. You will find Recruitment & Selection Management, Business Etiquette & Professionalism, UK Employment Law and much more to explore. This is undoubtedly a great combination of courses for you. All the courses have several mini-sized modules covering every essential niche. SkillUp is providing the best quality courses at your own pace. Our Recruitment Bundle program has been helping learners to get skilled in desired fields. Now it's your turn to push yourself and achieve what you are dreaming about!

Enrol on this Recruitment Bundle course now and secure your professionalism!

CPD accredited Recruitment bundle is the most comprehensive bundle on Recruitment now available online, offered by Skill up to upskill you with core to advanced Recruitment ideas for your utmost level proficiency in implying the newly gained knowledge efficiently wherever needed and escalate yourself as a peerless potential in the Recruitment promising industry.

Sign up for the all-inclusive Recruitment bundle, and experience relentless development of in-demand knowledge, skills and strategies within you!

### **Learning Outcomes of this Recruitment bundle:**

- Learn the fundamental principles and methods of recruitment
- Learn the technical scenarios of recruitment interview questions and etiquette
- Master how to plan and attend business meetings
- Get trained on leadership and management
- Discover the skills of success and confidence
- Get a grip on skillset virtual recruitment management

- Gain excellence in receptionist skills
- Upskill yourself in organising meetings and recruitment and much more!

### **Recruitment Bundle Specialities**

- 20 hours of instant video lectures and downloadable resources.
- Affordable premium-quality E-learning content, you can learn at your own pace.
- You will receive 6 completion certificates upon completing the Recruitment Bundle.
- Internationally recognised Accredited Qualification on Recruitment would boost up your resume.
- You will learn the researched and proven approach of Recruitment adopted by renowned experts.

### **Assessment**

After completing all the modules of the Recruitment Bundle, your learning will be assessed by an automated multiple-choice based exam. You may choose to participate in a Mock Exam before attending the Final Exam with absolutely no extra cost.

### **Certificate**

This Recruitment bundle comes with FREE PDF Certificates, PDF Transcripts & a Student ID Card, which makes it the perfect value for money. You can also claim a Hard Copy certificate for only £10.99.

This self-paced Recruitment bundle by Skill Up, loaded with up-to-date knowledge and techniques, is truly ideal for all aspiring professionals.

Let your eLearning experience meet the utmost satisfying level by enrolling in our premium Recruitment Bundle now!

This Recruitment Bundle Consists of the Following Courses:

- Course 1: Recruitment & Selection Management
- Course 2: PR Firm Recruitment
- Course 3: UK Employment Law
- Course 4: Talent Management – Level 3 Training
- Course 5: Mental Capacity Assessment
- Course 6: Negotiation and Agreement Training
- Course 7: HR Virtual Interview Techniques
- Course 8: Job Interviewing Skills Masterclass
- Course 9: HR Management – Level 3 Training

## Curriculum Breakdown of the Premium Courses:

### ➤ Recruitment & Selection Management

- Module 1 - Introduction to Recruitment: Importance and Implications
- Module 2 - An Overview of the Recruitment Industry
- Module 3 – The UK Recruitment Legislation
- Module 4 - Sales and Selling in the Recruitment Industry
- Module 5 - The Recruitment Process
- Module 6 - Key Performance Indicators for the Recruitment Industry
- Module 7 - Candidate Attraction for Recruitment
- Module 8 - Candidate Management
- Module 9 - Candidate Interview Processes
- Module 10 - Client Acquisition
- Module 11 - Client Strategy in the Recruitment Sector
- Module 12: Client Management

- Module 13 - Steps to Starting and Running a Successful Recruiting Service

## ➤ PR Firm Recruitment

### Nothing Is Better than Hiring the Right PR Firm

- How to Hire a PR Firm Promo
- How to Hire a PR Firm Overview
- Making Sure Your PR Firm Understands Your Business Goals
- How to Hire a PR Firm Competition PR
- How to Hire a PR Firm Budget

### How to Kick the Tires of PR Firms

- How to Hire a PR Firm Meeting Invites
- How to Hire a PR Firm Give Budget Guidance
- How to Hire a PR Firm The Meeting
- How to Hire a PR Firm More Meeting Notes
- How to Hire a PR Firm Proposal Request

### Building the Best Long-Term PR Firm Relationship

- How to Hire a PR Firm References
- How to Hire a PR Firm Sign Contract
- How to Hire a PR Firm How to Work with PR Firm

### Conclusion

- How to Hire a PR Firm conclusion

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- Feedback

## ➤ **UK Employment Law**

- Module 01: Basics of Employment Law
- Module 2: Legal Recruitment Process
- Module 3: Employment Contracts
- Module 4: Employee Handbook
- Module 5: Disciplinary Procedure
- Module 6: National Minimum Wage & National Living Wage
- Module 7: Parental Right, Sick Pay & Pension Scheme
- Module 8: Discrimination in Workplace
- Module 9: Health & Safety at Work
- Module 10: Dismissal, Grievances and Employment Tribunals
- Module 11: Workplace Monitoring & Data Protection

## ➤ **Talent Management - Level 3 Training**

### Section 1: Introduction

- Unit 1: Welcome to the Course
- Unit 2: Highlights of this Course
- Unit 3: Little Activity Before We Begin

### Section 2: Core Concepts of Talent Management

- Unit 1: What is Talent Management
- Unit 2: Responsibilities of Talent Management Manager & Professionals
- Unit 3: Talent Management – The Pillar of Successful Business

- Unit 4: Benefits of Talent Management: How Your Business Can Benefit From it

### Section 3: Top Reasons Why Employees Leave an Organisation

- Unit 1: Top 5 Reasons Why Employees Leave an Organisation
- Unit 2: Reasons of Employee Resignation

### Section 4: Understanding the Needs and Mindset of Employee

- Unit 1: The Most Useful Technique to Understand Employee's Needs
- Unit 2: Practical, Real Life Example of Retaining Top Employees & Keeping Them Engaged

### Section 5: Steps to Create an Effective Talent Management Plan

- Unit 1: Steps in Talent Management Process

### Section 6: Talent Acquisition

- Unit 1: What is Talent Acquisition and How it is Different from Recruitment
- Unit 2: Steps for Talent Acquisition
- Unit 3: Top Selection Tests to Check Candidate's Potential
- Unit 4: Manpower Estimation Template

### Section 7: How to Develop High Potential Employees

- Unit 1: Creating a High Performance Workforce
- Unit 2: Understanding the Difference Between Training & Development
- Unit 3: Why Talent Development Process is Important for Employees
- Unit 4: How Talent Development Helps in Running the Business Smoothly
- Unit 5: Steps in Developing the Talent

### Section 8: Evaluating Performance

- Unit 1: Performance Management
- Unit 2: Performance Appraisal
- Unit 3: Tools for Performance Appraisal

### Section 9: "SMR" - How You Can Retain the Employees Using This Formula

- Unit 1: “SMR” – How You Can Retain the Employees Using This Formula

#### Section 10: How to Retain High Potential Employees

- Unit 1: Employee Retention Programs
- Unit 2: Onboarding Correctly
- Unit 3: Career Planning & Development
- Unit 4: Job Promotions
- Unit 5: Using Motivators (Financial & Non- Financial Incentives)
- Unit 6: Maintaining Work-Life Balance

#### Section 11: Bonus Section: Achieving Business Goals with Talent Management Strategy

- Unit 1: Return on Investment (ROI) on Talent Management
- Unit 2: Achieving Business Goals with The Help of Talented Workforce
- Unit 3: Little Activity Before We Began – Here’s What You Learnt

#### Section 12: Conclusion

### ➤ **Mental Capacity Assessment**

- Module 1. The Mental Capacity Act
- Module 2. Assessment of Mental Capacity
- Module 3. Best Interest Decision Making
- Module 4. Advocacy and Advance Planning
- Module 5. Providing Care or Treatment to People Who Lack Capacity
- Module 6. Confidentiality and Record Keeping
- Module 7. Mental Capacity Assessment & Law
- Module 8. Public Bodies and Services Created by MCA Act 2005



## ➤ Negotiation and Agreement Training

### Introduction and The Principles of Collaborative Negotiation

- Welcome and Course Overview FREE
- Why Good Negotiation Practice Leads to Better Relationships
- Shameless Book Plug
- Millie's Cookie Story
- Exercise 1: Intentions / Objectives for This Programme

### Giving Structure to Your Negotiation Strategy

- Negotiation is not
- Distinguishing Negotiation from -Haggling
- The 7 Steps to Negotiation Success
- Exercise 2: Giving Structure to your Negotiations

### Step One – Preparing Yourself for Collaborative Negotiation

- Preparing Yourself and Your WIN Outcomes
- Exercise 3: Securing Commitment to Negotiate
- The 4 P's
- The Importance of Personality
- We, Then Me
- Exercise 4: The 4 P's

### Step Two – Preparation - Understanding the Power of Variables

- Introduction to Variables
- Video Examples of Excellent Creativity in Variables
- Exercise 5: Understanding the Power of Variables
- Using the WIN Matrix
- Exercise 6: Write Your Win Matrix

### Step Three – Understanding Your Partner's Point of View

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- Introduction
  - Example Story- Maps of the World – Dyl’s Den
  - Exercise 7: Stepping Into Your Partner’s Shoes

#### Step Four – Discussing

- Introduction- Stating Intentions
- Co-Active Listening- Are You Really Listening
- The Power of Pause
- Exercise 8: Using Open Questions
- Exercise 9: Going Above and Beyond Their Wildest Dreams
- Exercise 10: Socratic Questioning
- Exercise 11: Creating a Discussion Agreement Statement

#### Step Five – Proposing

- Introduction to the Propose Stage
- Exercise 12: Putting Your Proposal into Writing

#### Step Six – Bargaining

- Introduction
- Exercise 13: Creating a Bargaining Agreement Statement
- The Power of Silence
- Exercise 14: Developing Your Time-Out Strategy

#### Step Seven – Agreeing

- Introduction to Bargaining
- The Written Columbo
- Exercise 15: Drafting an “Agreement In Principle”

#### Getting Yourself Out of the Way - The Human Operating System

- Introduction – The Missing Link
- Exercise 16: Noticing Your Thinking
- What Does this Mean in Your Negotiations?

#### Understanding Personality

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- Why Personality?
  - Introducing the 4 Colours
  - Introducing the 8 Aspects
  - Inspiration v Discipline Driven
  - Exercise 17: Teddy Bear
  - Big Picture vs Down to Earth
  - Exercise 18: Football Club Trip
  - People Focused vs Outcome Focused
  - Splash App
  - Exercise 19: Completing Your Own Assessment
  - Negotiation with Different 'Personality Types'

#### Using the Seven Steps at Home

- Introduction

#### Avoiding Common Gambits Some Negotiators Use

- Nibbling – The Columbo
- The Flinch
- The Red Herring
- Higher Authority
- The Reluctant Buyer – Seller
- The Best of a Bad Choice

#### Conclusion – Can You Really Get More by Giving More?

### ➤ **HR Virtual Interview Techniques**

- Module 1: An Introduction to Virtual Interviewing
- Module 2: Interviewer's Perspective
- Module 3: Interview Preparation
- Module 4: Picking a Tech to Use

- Module 5: Attract and Hire the Best Talents
- Module 6: Final Thoughts and Onboarding

## ➤ **Job Interviewing Skills Masterclass**

### Section 1: Introduction

- Unit 1: Course Overview
- Unit 2: Sell Your Skills
- Unit 3: Support Your Resume
- Unit 4: Interview Format
- Unit 5: What to bring to the interview
- Unit 6: Practice, Practice, & Practice

### Section 2: Basic and Common Interview Questions

- Unit 1: Tell Me About Yourself
- Unit 2: Why do you want this Job
- Unit 3: Why are You Leaving Your Present job
- Unit 4: Why Should I Hire You
- Unit 5: Where Do You See Yourself In 5 Years
- Unit 6: What are Your Strengths
- Unit 7: What are Your Weaknesses
- Unit 8: What is Your Greatest Accomplishment

### Section 3: Most Important Interview Tips

- Unit 1: Score Success in the first 5 minutes
- Unit 2: Talk about Numbers
- Unit 3: Story Telling
- Unit 4: Smile
- Unit 5: Be precise
- Unit 6: Understand the Job Requirement
- Unit 7: Know the Names
- Unit 8: Do Not Make Up the Answer

- Unit 9: Understand the Questions
- Unit 10: Assess Yourself Throughout the Interview

#### Section 4: Behavioral Questions

- Unit 1: What Is Your Greatest Failure, & What Did You Learn from It
- Unit 2: Tell Me Time When You Had to Work with Difficult People
- Unit 3: Describe a Time You Were Unable to Complete Your Work on Time and How You Handled
- Unit 4: Describe a Time When You Had a Disagreement with Your Boss & How You Handled It
- Unit 5: Tell Me About a Successful Presentation You Gave and Why You Think It was a Hit
- Unit 6: Tell Me About the Toughest Decision You Have Had to Make and The Outcome

#### Section 5: Situational or Scenario Based Questions

- Unit 1: What Would You Do If Your Work is Criticized
- Unit 2: How Would You Handle A Dissatisfied Customer
- Unit 3: Your Manager Assigned You A Project with Tight Deadline, How Would You Handle It
- Unit 4: What Would Be Your 90 Days Plan If You Were Hired
- Unit 5: How Would You Respond to A Stressful Situation

#### Section 6: Technical Questions

- Unit 1: What Was the Last Project You Led, And What Was Its Outcome
- Unit 2: How Do You Keep Up with Innovation Within Your Field
- Unit 3: How Would You Market Our Product or Brand
- Unit 4: What Version of X Application Are You Running in Your Environment

#### Section 7: Compensation Related Questions

- Unit 1: What is Your Salary Expectation
- Unit 2: Bonus: Negotiation

#### Section 8: Your Turn

- Unit 1: Ask Questions

- Unit 2: Leave on a High Note
- Unit 3: Saying Goodbye

#### Section 9: After the Interview

- Unit 1: Follow Up After the Interview
- Unit 2: Update your Skills and Your Resume
- Unit 3: Learn from Your Mistakes

#### Section 10: Do's and Don'ts

- Unit 1: Do's
- Unit 2: Don'ts
- Unit 3: Don't Give Up

### ➤ **HR Management - Level 3 Training**

#### Section 1: Introduction

- Unit 1: Welcome to the Course
- Unit 2: Course Highlights
- Unit 3: Quick Activity

#### Section 2: Core Concepts

- Unit 1: What does Talent Management Mean
- Unit 2: Steps for Talent Management Process
- Unit 3: Meaning of Talent Acquisition
- Unit 4: 4 Tips to Hire the Best Employees
- Unit 5: Training & Developing Employees + Quick Tips
- Unit 6: Why Companies Spend Million Dollars in Training & Development
- Unit 7: Why Employee Retention is Important for a Company
- Unit 8: Employee Retention Techniques

#### Section 3: Best Employee Retention Strategies That Actually Work

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- Unit 1: Why These Strategies Are So Useful
  - Unit 2: 1st Retention Strategy
  - Unit 3: 2nd Retention Strategy
  - Unit 4: Quick Activity – Here’s How to Use It

#### Section 4: Employee Benefits & Retention Strategies Used by World's Top Companies

- Unit 1: Section Introduction
- Unit 2: How Google Takes Care of its Employees
- Unit 3: How Microsoft Retains it’s Employees
- Unit 4: Key Takeaway

#### Section 5: Practical Tips to Retain Employees in Your Organisation

- Unit 1: Offer Quick Incentives
- Unit 2: Show Career Growth
- Unit 3: Praising & Rewarding
- Unit 4: Make it Convenient
- Unit 5: Sponsor Education

#### Section 6: Bonus Section: Building a Strong Relation with Employees

- Unit 1: 3 Words to Retain Your Best Employees

#### Section 7: Conclusion