



# Recruitment



## Recruitment

The recruitment process is crucial in any business because selecting and engaging the right people for the right job is essential for the growth of every company. It requires expertise, intellect, critical thinking ability, ability and much more to be an expert in the Recruitment industry. We are offering the best Recruitment bundle available in the e-market for you. If you wish to master the techniques and strategies of the recruitment procedure, join us now in our Recruitment Bundle!

Our Recruitment bundle provides you with the interview skills, recruitment procedures, Business Etiquette & Professionalism, Leadership & Management skills, and all the essential skills you need to master. This exclusive Recruitment Bundle is a combination of 10 different and most demanded courses of this niche. Yes! You heard it right! This is a mega bundle to give you a magnificent experience. You are getting the opportunity to get yourself skilled in recruitment with the most reliable e-learning platform, Skill Up. Skill Up ensures quality at your hand.

With no more delay, pick your suitable smart device while sitting on your favourite couch and enrol on the Recruitment Bundle.

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**

- 38 hours of instant video lectures and downloadable resources.
- Affordable premium-quality E-learning content, you can learn at your own pace.
- You will receive 12 completion certificates upon completing the Recruitment Bundle.
- Internationally recognised Accredited Qualification 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 premium Recruitment bundle comes with FREE PDF & Hardcopy Certificates, PDF Transcripts & Student ID Card, and it makes this bundle the perfect value for money.

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: Job Interviewing Skills Masterclass
- Course 5: HR Virtual Interview Techniques
- Course 6: Master Communication Skills Course
- Course 7: Talent Management – Level 3 Training
- Course 8: Mental Capacity Assessment
- Course 9: Personality Testing with DISC Assessment Tool
- Course 10: Office Skills
- Course 11: Sage 50 Payroll
- Course 12: Critical Thinking & Problem Solving
- Course 13: Self Confidence & Self Esteem Training
- Course 14: Coaching & Mentoring Diploma
- Course 15: HR Management – Level 3 Training
- Course 16: Negotiation and Agreement 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

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- 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
- Feedback

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## ➤ 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

## ➤ 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 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



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## ➤ **Master Communication Skills Course**

- PROMO Communication (BEST)
- Introduction To Communication – Goals & Benefits
- Key Principles Of Communication
- We Are ALWAYS Communicating
- Fundamentals Of Communication – Part 1
- Fundamentals Of Communication – Part 2
- Great Communication Tips – Part 1
- Great Communication Tips – Part 2
- Self-Talk & Powerful Language
- Miscommunication
- Still MORE Great Tips! Part 1
- Still MORE Great Tips! Part 2
- Still MORE Great Tips! Part 3
- Final Thoughts and Suggestions

## ➤ **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

## 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

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## 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

### ➤ **Personality Testing with DISC Assessment Tool**

#### Module 01: Introduction to the Course

- Get ready, steady, learn!
- The DISC Assessment Tool
- The correct test result
- Another way to get your result – The Elevator Test

#### Module 02: Identify the Personality of Others

- Dominance
- Assignment for Dominance
- Influence
- Assignment for Influence
- Steadiness
- Assignment for Steadiness

- Caution
- Assignment for Caution

#### Module 03: Specific Situation

- Your life partner – the DISC way
- The DISC sales expert
- The DISC leader

#### Module 04: Your Personal Development Plan

- How to change your personality type

#### Module 05: Outros

- Next steps

#### Resources

- Resources – Personality Testing with DISC Assessment Tool

### ➤ Office Skills

- Module 1: Introduction to Office Administration
- Module 2: Skills of an Effective Administrator
- Module 3: Effective Planning and Scheduling
- Module 4: Organising Meeting and Conferences
- Module 5: Record Keeping and Filing Systems
- Module 6: Business Writing Skills
- Module 7: Minute Meeting, Decision and Action
- Module 8: Tips for Minute Taking
- Module 9: Time Management
- Module 10: Stress Management
- Module 11: Business Telephone Skills
- Module 12: Communication Skills
- Module 13: Conflict Management
- Module 14: Organisational Skills

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## ➤ Sage 50 Payroll

- Module 1: Payroll Basics
- Module 2: Company Settings
- Module 3: Legislation Settings
- Module 4: Pension Scheme Basics
- Module 5: Pay Elements
- Module 6: The Processing Date
- Module 7: Adding Existing Employees
- Module 8: Adding New Employees
- Module 9: Payroll Processing Basics
- Module 10: Entering Payments
- Module 11: Pre-Update Reports
- Module 12: Updating Records
- Module 13: e-Submissions Basics
- Module 14: Process Payroll (November)
- Module 15: Employee Records and Reports
- Module 16: Editing Employee Records
- Module 17: Process Payroll (December)
- Module 18: Resetting Payments
- Module 19: Quick SSP
- Module 20: An Employee Leaves
- Module 21: Final Payroll Run
- Module 22: Reports and Historical Data
- Module 23: Year-End Procedures

## ➤ Critical Thinking & Problem Solving

- Module 1: Components of Critical Thinking
- Module 2: Non-Linear Thinking
- Module 3: Logical Thinking
- Module 4: Critical Thinkers (I)
- Module 5: Critical Thinking (II)
- Module 6: Evaluate the Information
- Module 7: Benefits of Critical Thinking

- Module 8: Changing Your Perspective
- Module 9: Problem Solving
- Module 10: Putting It All Together

### ➤ **Self Confidence & Self Esteem Training**

- Section 1: Introduction
- Section 2: Understanding Confidence
- Section 3: Developing the Right Mindset to Gain Confidence
- Section 4: Build Confidence: Strategies That Works
- Section 5: Quick Activity to Build Your Confidence
- Section 6: Conclusion

### ➤ **Coaching & Mentoring Diploma**

- Module 1: Introduction to Coaching and Mentoring
- Module 2: Coaching and Mentoring: Objectives & Processes
- Module 3: Ethical Aspects of Coaching and Mentoring
- Module 4: Coaching and Mentoring Models
- Module 5: Effective Communication Skills
- Module 6: Personal Skills
- Module 7: Management Skills
- Module 8: Functional Skills

### ➤ **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

- 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 its 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

## > Negotiation and Agreement Training

### Introduction and The Principles of Collaborative Negotiation

- Welcome and Course Overview
- 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

- 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

- 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?

- Conclusion & Thank You
- Bonus Lecture