THE COMPLETE IIP (Investing In People) COURSE: Recruitment, Selection, Training, Learning & Development

PIK555-1025 BGK-TH-2

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Registered in England and Wales No. 8960506 / Members of the WBC (Westminster Business Council – LONDON)

Place:	Bangkok	Venue:			
Start Date:	12-10-2025	End Date:	24-10-2025	PPP:	£5950

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If you can't train them, you can't blame them!

Short Description:

COURSE OVERVIEW In today's tough global market, it is vital that HR and Training instigate the best practices & take advantage of recent innovations to add value to the organisation. During the course, you will find out not only what's new but also how innovative practices can be implemented & the way they will benefit your organisation in either the public or private sectors.

Course Overview:

COURSE OBJECTIVES:

At the end of this course, participants will be able to:

- Summarise the main theories surrounding the development of effective HR strategies.
- Practice using new techniques to transform any training activity.
- Develop an understanding of human resources development and personnel management practices.
- Develop awareness of the advantages of effective human resource management.
- Set up and effectively measure any element of delivered training & be able to demonstrate training efficiency.
- Produce hard data on training effectiveness & individual application.
- Know how to critically evaluate current HR practices?
- Introduce an effective recruitment process.
- Understand how to get employees to work more effectively.
- Learn from practices in top companies that surpass "Best Practice".

TARGETED AUDIENCE:

- HR Personnel.
- Training Managers & Training Personnel.
- Training Budget Holders.
- Succession Planners & those responsible for People Development.
- HR Practitioners & Line-Professionals.
- Professionals with an interest in People Management & Development.

Program Outline:

WEEK 1: FROM RECRUITMENT & TO RECRUITMENT & DETENTION

Unit 1: Resourcing & Recruitment

1. The employment psychological contract.
2. The process approach to interviewing.
3. Induction, job descriptions, and references.
4. Personality Questionnaires and forms of testing.
5. The new recruitment process to avoid litigation.

Day 2: The New Process of Interviewing - New Approach, New Results

1. STEP 1: Jobs descriptions and terms of reference their role in the process.
2. Putting the criteria behavioural map together - what is criteria?
3. STEP 2: Practice exercise gathering criteria information for future use - creating the job advert.
4. Practice exercise -putting steps 1 & 2 into action.
5. STEP 3: New approach to shortlisting – how to save lots of time.

Day 3: Testing, Personality Profiling and Assessment Centres

1. STEP 4: Testing – the three groups of testing - why do we need testing?
2. Psychometric Test Vs Occupational tests - latest advancements.
3. Design and use of local ability test - practical example - group exercise.
4. Other testing you may want to consider - examples.
5. STEP 5: Personality profiling - advances in profiling - from "Type" profile to occupational profiles.

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Day 4: Questioning Techniques and Observing Body Language

1. STEP 6: The new approach to interview questions.
2. Starting the interview correctly - practice in groups.
3. How many people on the interview panel to make questioning meaningful?
4. STEP 7: design and layout of the interview room.
5. STEP 8 How to use body language - practical examples and demonstrations.

Day 5: Putting Interviewing Skill into Practice

1. The real cost of bad interviewing.
2. Practical interview - Interview 1.
3. Practical Interview - Interview 2.
4. Practical interview - Interview 3.
5. Making the final selections and necessary professional actions.

WEEK 2: FROM TRAINING & DEVELOPMENT TO LEARNING & DEVELOPMENT

Day 6: Training Learning & Development:

1. Career management & Personal development.
2. Coaching, Mentoring & E-learning.
3. How flat organisational structures affect training & development.
4. Self-Development.
5. 360-degree feedback as a development tool.

Day 7: How People Learn and Barriers To Learning

1. Learning style and their impact on training.
2. How we can inexpensively measure learning style?
3. Personality and its impact on training results.
4. Can you overcome learning difficulties?
5. Motivation factors in learning – what can we do differently?

Day 8: Specifying & Constructing Training Properly

1. What are learning outcome objectives and why do we need them?
2. How to write learning outcome objectives.
3. How to calculate room size needed and screen size.
4. Sound and it's part in aiding learning.
5. The benefit of using specific training videos.

Day 9: Training Analysis - The Key Areas of Measurement

1. Budget spent and the monitoring of costs.
2. Creating value from training –examples.
3. Understanding fully how competency frameworks work.
4. Competence + performance = productivity.
5. Software needed to measure competence and performance.

Day 10: Measuring & Reporting Training Results

1. The new leadership role of training.
2. Dealing with uncertainty during training.
3. Case studies showing training success.
4. Should training functions be profit centres?
5. What is the role of end of course questionnaires?

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