Day 1: Foundations of Talent Acquisition

Module 1: Introduction to Talent Acquisition

- Overview of Talent Acquisition vs. Recruitment
- Role of a Talent Acquisition Professional
- Key Skills and Competencies in Talent Acquisition
- Aligning Talent Acquisition with Business Strategy

Module 2: Workforce Planning and Analysis

- Identifying Current and Future Workforce Needs
- Conducting Job Analysis and Defining Role Requirements
- Creating Job Descriptions and Specifications
- Using Data and Metrics in Workforce Planning

Module 3: Sourcing Strategies

- Internal vs. External Sourcing Methods
- Leveraging Social Media and Professional Networks
- Developing Talent Pools and Pipelines
- Employer Branding and Attraction Strategies

Module 4: Candidate Engagement and Experience

- Understanding the Candidate Journey
- Enhancing the Candidate Experience
- Communicating Employer Value Proposition (EVP)
- Creating a Positive First Impression and Continuous Engagement

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Day 2: Advanced Talent Acquisition and Best Practices

Module 5: Screening and Selection Techniques

- Screening Resumes and Applications Efficiently
- Behavioral and Competency-Based Interviewing Techniques
- Utilizing Assessments and Tests in Selection
- Making Data-Driven Decisions in Hiring

Module 6: Diversity, Equity, and Inclusion (DEI) in Hiring

- Importance of DEI in Talent Acquisition
- Strategies for Creating Inclusive Job Descriptions

- Unconscious Bias Awareness and Mitigation Techniques

- Building a Diverse Talent Pipeline

Module 7: Onboarding and Retention Strategies

- The Role of Onboarding in Talent Acquisition

- Designing a Structured Onboarding Process

- Engaging New Hires and Setting Clear Expectations

- Measuring Success of Onboarding Programs

Module 8: Metrics, KPIs, and Continuous Improvement

- Key Metrics and KPIs in Talent Acquisition (Time to Hire, Quality of Hire, etc.)

- Using Analytics to Optimize Talent Acquisition Strategy

- Continuous Improvement in Recruiting Processes

- Case Studies and Best Practices in Talent Acquisition

Additional Activities and Certification Assessment

Case Study Analysis and Group Discussion

- Participants work through real-life case studies in groups

- Focus on problem-solving and strategy development

Mock Interviews and Role-Playing Exercises

- Practice interviewing techniques and receive peer feedback

- Hands-on application of candidate engagement and selection skills

Final Assessment and Certification Review

- Review of key takeaways from each module

- Assessment based on knowledge check and practical application