

Talent Acquisition: Sourcing, Screening & DEI

Learn to source, screen and select candidates while applying DEI principles across the talent acquisition lifecycle.

2 Days

DURATION

8

MODULES

32

TOPICS

6

HANDS-ON ACTIVITIES

COURSE OVERVIEW

This course covers the foundations of talent acquisition, including workforce planning, job analysis and sourcing strategies such as social media, talent pools and employer branding. It examines candidate engagement and experience, followed by screening and selection techniques such as behavioural interviewing and assessments. It then addresses diversity, equity and inclusion practices in hiring, onboarding and retention strategies, and closes with metrics, KPIs and continuous improvement in recruiting processes.

WHO THIS COURSE IS FOR

Talent Acquisition Professionals

Recruiters

HR Managers

Hiring Managers

DEI Practitioners

Onboarding Specialists

LEARNING OBJECTIVES

- Explain the role and competencies of a talent acquisition professional
- Apply workforce planning and job analysis to define role requirements
- Develop sourcing strategies using social media and talent pipelines
- Describe methods to enhance the candidate journey and experience
- Apply screening and behavioural interviewing techniques in selection
- Identify strategies to mitigate unconscious bias in hiring
- Plan a structured onboarding process to engage new hires
- Evaluate talent acquisition performance using metrics and KPIs

8 Modules, 32 Topics

DAY 1

Foundations of Talent Acquisition

01

Introduction to Talent Acquisition

TOPICS

- 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

02

Workforce Planning and Analysis

TOPICS

- 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

03

Sourcing Strategies

TOPICS

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

04

Candidate Engagement and Experience

TOPICS

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

DAY 2

Advanced Talent Acquisition and Best Practices

05

Screening and Selection Techniques

TOPICS

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

06

Diversity, Equity, and Inclusion (DEI) in Hiring

TOPICS

- Importance of DEI in Talent Acquisition
- Strategies for Creating Inclusive Job Descriptions
- Unconscious Bias Awareness and Mitigation Techniques
- Building a Diverse Talent Pipeline

07

Onboarding and Retention Strategies

TOPICS

- The Role of Onboarding in Talent Acquisition
- Designing a Structured Onboarding Process
- Engaging New Hires and Setting Clear Expectations
- Measuring Success of Onboarding Programs

Metrics, KPIs, and Continuous Improvement

TOPICS

- 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

2 Activities

2 Activities

2 Activities

HANDS-ON ACTIVITIES

Practise What You Learn

MODULE	CASE STUDY ANALYSIS AND GROUP DISCUSSION	MOCK INTERVIEWS AND ROLE-PLAYING EXERCISES	FINAL ASSESSMENT AND CERTIFICATION REVIEW
Additional Activities and Certification Assessment	■ Participants work through real-life case studies in groups ■ Focus on problem-solving and strategy development	■ Practice interviewing techniques and receive peer feedback ■ Hands-on application of candidate engagement and selection skills	■ Review of key takeaways from each module ■ Assessment based on knowledge check and practical application

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

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Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

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