

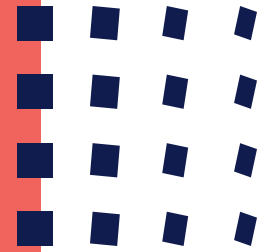


Hiring Manager

Training Courses

AIRS[®]
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AIRS® Hiring Manager Training Courses



A Consultative Approach To Working With Recruiters

Recruiters and hiring managers must implement well thought out strategies to find and attract the talent needed to make the organization successful. This course focuses on the ability of the recruiter and hiring manager to work together as business partners to successfully meet these long term goals. Today, we will look to understand recruitment and hiring so that we can serve as consultants to our business partners.

During this interactive session, you will acquire:

- A keen understanding of the recruitment and hiring process, the people involved and their responsibilities
- A thorough checklist of ways to be a consultant to your designated recruiter • Best practices to create a consistent approach to working with your recruiter/ business partner
- Tips on how to invest your time wisely to ensure a productive outcome and successful hire

Course Duration: 90 minutes



Interviewing Best Practices

The process of interviewing and hiring has been around for eons. However, as the profession of recruiting has adapted to changes in the economy and technology, so has the interviewing process. Recruiters and hiring managers must be prepared to implement well thought out strategies to assess top talent in our industries.

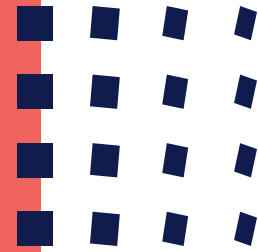
This course focuses on arguably the most subjective of these steps —conducting the screening of candidates—and the most important assessment technique: the interview. It is difficult to make judgments about people in years, let alone days; and yet this is what the hiring process requires.

What you'll know after "Interviewing Best Practices"

- A keen understanding of the recruitment process, players involved and types of interviews
- Best practices for working with the recruiter to identify key competencies needed
- Tips on developing interview questions and leveraging resources
- A guide to selecting and preparing your interview team
- How to conduct successful interviews and avoid poor hiring decisions
- Ways to finalize the outcome successfully and prepare for a smooth onboarding process

Course Duration: 2 hours

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Creating An Engaging Candidate Experience

Employer branding is a hot topic in today's talent management strategy discussions. Companies have to keep a firm grip on the public's perception. With websites like Glassdoor® and Indeed®, not to mention social media sites like Facebook® and Twitter®, candidates can "take to the streets" to voice their approval or disapproval with the way they were treated during the hiring process. Let's face it... Bad news travels fast. Often times, faster than good news! This course is designed to ensure a positive and engaging experience to make sure you turn candidates into advocates!

After completing this course, you will have:

- A clear understanding of the importance and impact of candidate experience
- Best practices on creating an engaging candidate experience
- A step-by-step guide to improve your interview process "from hello to goodbye"
- Tips to keep the candidate engaged throughout the process, after the offer, and beyond

Course Duration: 90 minutes

Interviewing To Identify Top Performers

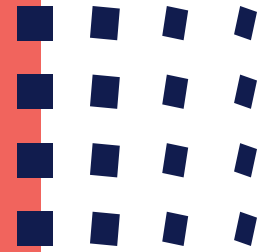
Perceptive, focused interviewing skills are where the rubber meets the road in hiring the best possible people. However, few hiring managers have the time to claw through a stack of manuals and interviewing programs to find the right hands-on techniques to hire the best. This course is taking a familiar set of activities and casting them in a different light. It is teaching hiring managers a set of techniques and best practices to ensure that all interviewers are prepared to conduct a more systematic, structured and effective interview so that the ideal outcome is met in a quick, efficient and effective manner.

Upon completion of this course, you will have:

- A simple but comprehensive methodology for recognizing and closing the right candidates
- The ability to go beyond behavior to proven performance models
- Guidelines for writing high-performance profile descriptions based on your business objectives
- The best questions to get at the heart of experience, aptitudes and motivations
- The knowledge of how to get answers that consistently predict behavior and results
- Tools to assist in the implementation of performance-based interviewing within your organization

Course Duration: 90 minutes

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Understanding Interview Formats

The interview is at the core of the candidate assessment process. Other techniques can and should be used, but it is the interview which carries the most weight and is most widely used. While other assessment methods are often completed by specialists (e.g., cognitive tests, assessment centers, personality tests), interviews are most often conducted by hiring managers who are not professional interviewers.

After completion of this course, you will walk away with:

- A full understanding of various types of interview formats
- A list of advantages and disadvantages of each
- Tips for selecting the best interview format for your recruitment process
- Tools to implement the selected format effectively

Course Duration: 30 minute

Selling The Career Opportunity

An essential part of the hiring process is not only about finding the best candidates, but also closing the deal. Many recruiters and hiring managers are “trained” on the job, and are left to their own devices to secure the candidate. Hiring the best candidates in the market requires the power to communicate, persuade and surface compelling arguments as appropriate.

Great negotiators are not born, they are trained.

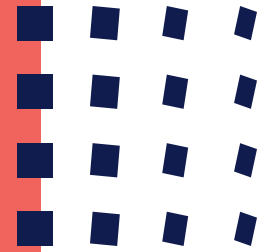
Upon completion of this interactive course, you will be prepared to:

- Communicate in a persuasive manner
- Overcome objections and obtain agreement
- Implement best practices and tools for negotiation
- Close your candidates with confidence

Course Duration: 45 minutes



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Effective On-Boarding

According to a study by the Wynhurst Group, when employees go through structured onboarding, they are 58% more likely to remain with the organization after three years. Finding and hiring the right candidate is not the end of the candidate experience. This is the time to really roll out the red carpet and ensure that the onboarding process is structured and effective.

This course is designed to assist you in developing a structured onboarding process.

Upon completion, you will be prepared to:

- Focus on outcome rather than transactions
- Identify performance goals, key relationships to build and metrics to target
- Communicate and present an organized plan designed to increase retention and engagement
- Incorporate templates, best practices and lessons learned for continued improvement

Course Duration: 60 minutes

Sourcing for Hiring Managers: The Fundamentals of Finding Great Hires

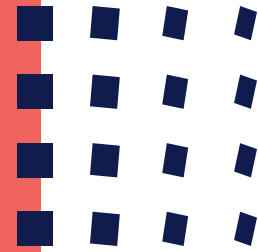
Many organizations today have a dedicated recruitment team to assist in finding candidates for open positions. Although, that is not the case for every organization. Some hiring managers are responsible for finding and hiring candidates in addition to the traditional onboarding responsibilities. This can be challenging with little to no formal training. In this session, learn insider tips on creating a sourcing strategy that can quickly be implemented.

Upon completion of this course, you will have:

- Understand the differences between active and passive candidates
- Generate an effective sourcing strategy
- Discover where and how to find great hires

Course Duration: 90 minutes

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The Art & Science of Finding Passive Talent: A Recruiter's Perspective

Many organizations today have a dedicated recruitment team to assist in finding candidates for open positions. Although, you may not be responsible for finding and hiring candidates, it is important to understand what it is that your recruiter is doing to find talent for the interview process. This course will look at techniques your recruitment team uses to understand the current talent market and deliver top talent.

After completing this course, you will have:

- Understand the differences between active and passive candidates
- Discover where recruiters find candidates and how they do it
- Appreciate why recruiters look for passive talent

Course Duration: 60 minutes

Understanding Diversity & Inclusion

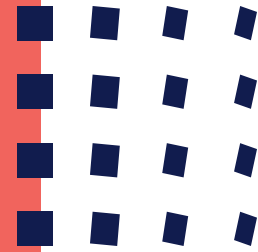
Diversity and inclusion can be followed throughout an organization, and together can impact business outcomes. This course is designed to help hiring managers understand how to assist in driving the Diversity and Inclusion values of an organization through education, awareness, advocacy and best practices

Upon completion of this course, you will have:

- A clear understanding of the benefits of diversity and inclusion and how they work together to affect outcomes
- An awareness of how unconscious bias impacts the hiring process and employee life cycle
- Best practices to support diversity and inclusion throughout the hiring process
- An understanding of opportunities to advocate for diversity and inclusion

Course Duration: 60 minutes

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Understanding Unconscious Bias

Bias doesn't have to have a negative connotation. This course will take a delve into understanding the role hiring managers can play in more inclusive hiring practices by being more aware of personal biases. Leveraging the Conscious Competent Learning Model, attendees will learn about the true meaning of bias and how it impacts both our personal and professional lives. Identifying and recognizing biases can help to raise awareness of how they can affect decisions made during the hiring process.

After completing this course, you will have:

- A clear understanding of the types of biases
- The opportunity to identify and reflect on personal biases
- Learned how unconscious bias impacts recruiting
- Best practices to support mitigating the effects of bias in the workplace

Course Duration: 90 minutes

Military Veteran Talent Acquisition Tactics

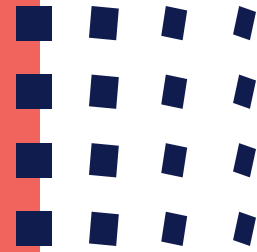
People transitioning from military service bring exceptional skills, training, and discipline to jobs in the civilian world. Leading organizations are focused on ensuring their talent pipeline includes hiring military veterans, transitioning service members, and part-time guard and reserve members. This course is designed to help hiring managers interview, close, and retain veteran candidates. Additionally, the course will discuss military culture and help attendees be better equipped to translate specific military experience for current openings and identify ways to build and maintain a veteran-friendly culture.

After completing this course, you will have:

- An understanding of best practices for preparing to interview veteran talent
- Guides for translating military rank as related to hiring individual contributors and leadership roles
- Best practices for reviewing and translating military resumes
- Suggested practices for development and recognition of veteran talent in an organization

Course Duration: 90 minutes

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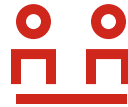
Get AIRS Certified!

Upon completion of the AIRS Hiring Manager Academy, users receive their AIRS Certified Hiring Manager designation.

Hiring Manager Academy

Gain access to the entire library of AIRS Hiring Manager courses for a full year at one discounted price.

Contact our sales team to register today.



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