

BPP Professional Education
Essential business skills

Recruitment and Selection

Tuesday 7 February 2012 08.45 hrs – 16.15 hrs

Venue: BPP Premises, Swatar

Course Objectives:



People are the key to a high performing organisation. This course looks at processes and skills involved in making sure you are recruiting people with the knowledge and ability to deliver exceptional performance for your organisation.

Course Agenda:

08.45 – 09.00	Registration and Welcome Coffee
09.00 – 10.30	Recruitment and Selection: Part 1
10.30 – 10.45	Coffee Break
10.45 – 12.15	Recruitment and Selection: Part 2
12.15 – 13.00	Lunch
13.00 – 14.30	Recruitment and Selection: Part 3
14.30 – 14.45	Coffee Break
14.45 – 16.15	Recruitment and Selection: Part 4

Course Outline:

- The keys stages in the recruitment and selection process
- Analysing current and future job requirements to produce a job description and person specification
- Analysing a range of selection techniques
- Methods to support a selection decision
- Planning and structuring an interview
- Key Skills for a successful Interview
- Develop and induction plan for an appointed candidate

CPE Hours:

This event has been accredited with 6 hours of structured CPE qualifying under Professional Development competency as per MIA CPE Regulations.

Speaker Profile: Ian Lucas



Ian Lucas joined BPP in April 2007 as a Tutor for the Essential Business Skills programme and is now the Programme Manager for EBS.

Ian previously worked as the Training Manager for a leading National Retailer with stores throughout the UK. In this role Ian was responsible, with his team, for analysing, planning and delivering training for 600 retail staff across over 150 stores, 400 distribution staff across 9 depots and over 100 Head Office staff in a variety of departments. Courses covered included: induction, sales techniques, time management, customer service, recruitment, team building, supervisory skills, appraisals and performance management, leadership skills including a course developing potential leaders of the future as part of the company Talent Management Scheme. Ian has also set up and delivered a successful Management NVQ programme for a leading UK training provider. Ian tutors on CMI , Essential Business Skills, ICSA and CAT.

Booking Information

This event costs € 125 + VAT (€ 147.50) and includes:

- 6 hours of CPE
- 3 Coffee breaks
- Lunch

For bookings kindly fill in the Registration Form and send it by post along with payment. Cheques should be made payable to BPP Malta.

Registration Form
– Recruitment and Selection –
07.02.2012

Name & Surname	
ID Number	
Mailing Address	
Tel Number	
Mobile Number	
E-mail Address	

Duly filled in application form along with payment are to be sent by post to:

BPP Malta Limited
Tower Business Centre
Tower Street
Swatar

Closing date for application is Monday 6 February 2012.