

RECRUITMENT AND SELECTION

In-Council Training

LGMA's extensive experience working directly with councils across Queensland uniquely equips LGMA to develop and tailor specialist workshops and training programmes, specific to the needs of individuals and teams within council.

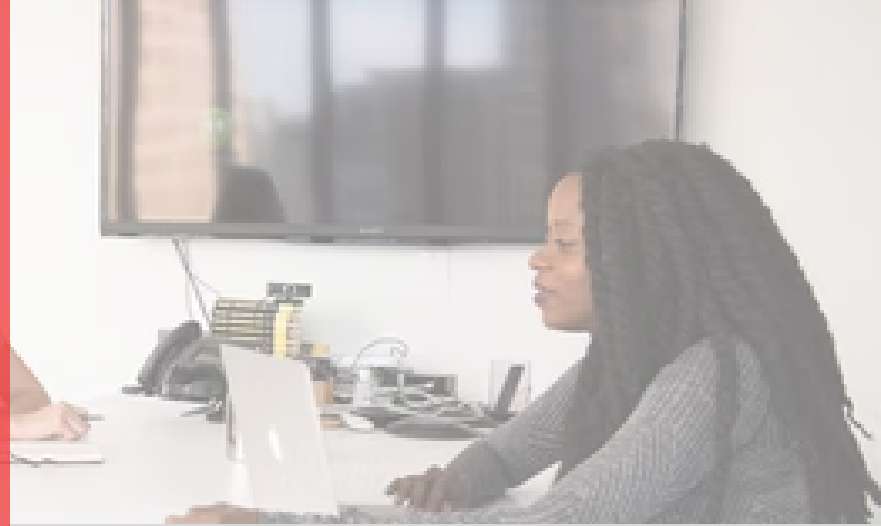
Overview

This training aims to improve the capability and effectiveness of local government officers involved in the recruitment process. From crafting a compelling role description through selection and employment, this workshop provides the skills necessary to attract and identify candidates who align with Council's values and meet the requirements specified in the role description.

Participants will improve recruitment skills and be better able to engage in, and drive the attraction and employment of great people into the organisation.

Discover how to

- ✓ Craft a compelling Role Description to attract prospective staff aligned to Council's values
- ✓ Assess existing team skill sets to identify gaps for future targeted recruitment
- ✓ Develop a merit-based shortlisting process to ensure the strongest candidate mix
- ✓ Understand the different interview types and questions and how to score responses
- ✓ Be confident to conduct thorough and compliant background checks.
- ✓ Design a best practice onboarding and induction programme



Content

- 1 The benefits of having a robust recruitment process
- 2 Designing a role description incorporating Council's values
- 3 Assessing existing team skill sets, strengths and gaps
- 4 Assembling a bias-free selection panel and managing conflicts of interest
- 5 Developing a robust, merit-based shortlisting process to ensure the strongest candidate mix
- 6 Different interview styles and questions to ascertain alignment with Council's values and core role capabilities
- 7 The benefits of conducting background checks, what checks are best practice and which questions to avoid
- 8 Best practice onboarding and induction processes for new employees

Key Details

Course duration: Full-day
Delivery mode: Group training, face-to-face or virtual deliveries
No. Participants: up to 24 participants
Enquiries: support@lgmaqld.org.au