

Upskilling Course Understanding Recruitment & Selection of New Staff

Suitable for SMEs with new and aspiring managers
in the tourism, retail & hospitality sectors



Kildare and Wicklow Education and Training Board (KWETB) in partnership with Local Enterprise Office (LEO) Kildare are delighted to announce an early manager programme specifically tailored for the *tourism, retail & hospitality sectors*

Course Funding provided under the Skills to Advance Initiative for eligible applicants

Understand the recruitment process, from identifying staffing needs and writing effective job descriptions to shortlisting, interviewing, and selecting suitable candidates. Learn best practice, legal considerations, and fair selection methods to assist recruiting the right people

- Identify appropriate policies and procedures
- Explain how to conduct a job analysis and prepare a job description
- Know how to select the right person
- Explore how a manager should prepare for selection interviews
- Explore recognised selection techniques

Queries:

LEO Kildare,
MERITS, Devoy Quarter
Naas, Q91 FE8V
localenterprise@kildarecoco.ie
045 – 980 838



Dates: One Day Workshop, 24th March, 9:00 – 16:00

Delivery: Classroom based, workshop facilitated training

Location: LEO, MERITS, Devoy Quarter, Naas, W91 FE8V

Award: Successful learners will achieve the internationally recognised Institute of Leadership & Management (ILM) award