



The Recruiters Foundation Course

GETTING OFF TO THE RIGHT START

Very few would argue that getting your new consultants off on the right foot can make everything that follows a more successful experience for all involved.

No matter how large or small your organisation, each person's attitudes about the company, the induction, training process, the management team and other employees will contribute to the corporate culture that your new consultant will be exposed to.

A good solid induction and training program can avoid your new consultant from feeling overwhelmed and underqualified to do the many tasks that today's modern recruiter can juggle with ease.

WHAT THE COURSE INCLUDES?

The Recruiters Foundation Course encompasses three methods of delivery to maximise learning engagement:

- Five interactive distance learning modules, consisting of:
 1. The Company Experience
 2. The Industry Experience
 3. The Candidate Experience
 4. The Client Experience
 5. The Sales Experience
- Live webinars to consolidate each module
- Personalised feedback and assessment



It is a great investment to ensure your new consultants get off to the best possible start!

The Recruitment Training Specialists



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COURSE OVERVIEW

'The Recruiters Foundation Course' has been designed to equip new employees with the basic skills necessary to become a Recruitment Consultant.

It is a competency based, flexible learning program, comprising of theoretical modules for the consultant to complete on their own and practical exercises to complete with a trainer or manager.

In the webinars that follow, the consultants will have an interactive experience, with brainstorming and role plays that go on to be critiqued by the trainer and their peers.

1. The Company Experience

- Introduction to your company
- Company and branch structure
- Introduction to key personnel & roles
- Accreditations and standards
- Values, ethics and beliefs
- Mission Statement
- A day in the life of a recruiter
- Job description

2. The Industry Experience

- The recruitment industry
- General information
- The Law
- The role of industry associations
- Industry news
- Your competitors
- Building an industry profile
- The use of social media
- Job search motivators

3. The Candidate Experience

- Candidate attraction strategies
- Writing effective job adverts
- Pre-screening applicants
- Interview set up and techniques
- Application forms and database
- Terms of engagement
- Reference checking
- Rejecting applicants
- Managing the candidate process
- Negotiating, countering & closing offers

4. The Client Experience

- Building a target client list
- Identifying worthwhile prospects
- Effective networking
- Building a referral based desk
- Processing new clients
- Taking a job order
- Terms of business
- Presenting candidates
- Filling a job order
- Relationship management
- Client retention and growth

5. The Sales Experience

- An introduction to sales
- Dealing with call reluctance
- Building resilience
- The right industry, market, company, contact
- Introduction to the Sales Cycle
- Impact on the telephone
- Prospecting a client
- Getting past gate keepers
- Opening a call
- Qualifying a client
- Demonstrating capability
- Overcoming objections
- Closing Techniques
- Networking online and off
- Gaining Referrals
- Inbound Marketing and Social Media
- Multi-approach business development
- Creating a personal sales strategy

START TODAY! OR JOIN A SCHEDULED COURSE

Sign up and start right away: [click here to sign up](#)

Or talk to a member of the Fusion Training team to discuss how we can tailor The Recruiters Foundation Course to your organisational needs.



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