

# Workshop on Effective Recruitment & Selection Techniques

Human Resource  
Management

**January 12 & 13, 2017**

9:00am – 5:00pm

Venue: CEE@IBA, Karachi



## OVERVIEW

In today's world for any organization a successful employment planning is designed to identify organization's human resource needs. Today we commonly hear the term "Getting the right people on the bus", in some organizations applying effective recruitment & selection techniques turn this motto as a reality. Application of an effective recruitment & selection process resulted a faster growth rate.

The question is how to reflect a human potential match with the job placement. The answer is simple; having the best practices while hiring people for any job in the organization, thus the program is designed to develop our skills on "Effective Recruitment & Selection Techniques"

## OBJECTIVES

### Participants will learn:

- Why we do recruitment & hiring in an organization?
- Job designing an essential part of effective recruitment.
- Establishing a process of recruitment & selection
- To Prepare an effective interview process both for interviewer & Interviewee
- Selection & Induction of new employee

## LEARNING OUTCOMES

The course is structured in a way to make it more interactive through hands-on workshop that provides participants to revisit the concepts of Recruitment, Selection and Interviewing techniques.

## LEARNING OBJECTIVES

- Human resource Managers & HR Recruitment Executive
- Senior Managers
- Middle & Line Managers

## FACULTY

**Syed Shakeel Ahmed** A multi-dimensional experienced management professional, served healthcare industry like Upjohn Pharmacia, 3M Health, B Braun Pakistan over a period of 30 years in Sales, business, training & HR management.

His Core focus was on achieving organizational goals through enhancing people effectiveness. His diversified exposure has taken him to Learning and development assignments that range from Personal Development, effectiveness to managing & executing Leadership, Developing Problem Solving & Decision Making abilities to Team Building & Motivation techniques. He has assisted organizations in establishing Training & Organization as a core function. He has conducted Training Need Assessment (TNA) across organizations and has helped organizations identify the core development areas. His firm believe is Return on Training Investment is always in form of an efficient & motivated employees that resulted in improving the Organization's functioning and also the profitability. Shakeel's passion for teaching led him to teach & conduct training workshop as visiting faculty & facilitator at IBA Karachi, healthcare institute & organizations. He has also affiliated on the Board of a Healthcare NGO as a Non-Executive project Director and serving as Technical Advisor on Strategies development for public Hospitals in facilitating the services offered to patients. His style of training is more of participative with group interaction, Mind mapping activities & sharing knowledge & experiences based upon local needs.

### Workshop Fees PKR 40,000/participant

Inclusive of Course material, IBA Workshop Certificate,  
Lunch, Refreshments & Business networking

*Experience*

## EXECUTIVE EDUCATION

Centre for Executive Education, IBA, Karachi

Center for Executive Education (CEE)  
Institute of Business Administration City Campus,  
Off Garden Road, Karachi-74400.

### For Further Information

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