

## **Recruitment and Selection for Improved Productivity and Strategic Alignment**

Using a systematic framework of qualitative processes and outputs to plan for recruitment and selection in a manner that supports the organisation's transformation strategy. Strategic alignment requires a focus on productivity improvement that will result in a diverse, competent and well-managed workforce, capable of and committed to delivering high quality services.

### **Purpose of this programme**

This programme is designed to provide persons who are responsible for recruitment and selection with the skills required to recruit and select candidates to fill defined positions in a manner that promotes productivity in the organisation.

### **Target Group**

This programme will benefit persons who are tasked to prepare, recruit and select suitable candidates according to ability and potential as aligned with the organisation's chosen strategy for improved productivity.

### **Learning Outcomes**

#### **Module 1: Recruitment and Selection in Context**

By the end of this module participants should be able to:

- Understand and explain the concepts of recruitment and selection; and
- Plan and prepare for recruitment and selection on the basis of identified needs in order to promote productivity improvement as a competitive strategy of the organisation.

#### **Module 2: Recruitment and Selection in Operation**

By the end of this module, participants should be able to:

- Analyse the impact of legal and ethical constraints on the design and operation of a recruitment process; and
- Implement the selection process in accordance with the methodologies identified in the recruitment plan.

#### **Module 3: Recruitment and Disability**

By the end of this module, participants should be able to:

- Understand and explain the main features of the recruitment process for people with a disability; and
- Analyse and understand the appropriate recruitment methods for people with a disability.

#### **Module 4: Effective Recruitment and Selection Methodologies**

By the end of this module, participants should be able to:

- Nurture pro-active participation in the implementation of the organisational productivity improvement strategy and objectives regarding recruitment and selection; and
- Monitor, evaluate and improve the impact of the organisation's improvement strategy.

### **Duration**

This programme is presented over 3 working days.

**About this programme:**

This interactive three day programme commences with a series of sessions exploring the importance of transformation and change. In order to fulfill economic purpose and sustain a competitive position, modern organisations ought to successfully formulate and execute a strategy to drive the collective ability to generate value-creating capabilities that contribute to operational excellence. This strategy begins with sourcing key internal resources and core capabilities that are the primary source of productivity for the organisation. Moreover, recruiting people in the Public Service has traditionally been seen as the task of personnel administration components whose main task has been to ensure compliance with centrally-determined regulations and prescripts. To be effective, these important activities must be incorporated into the process of attracting, screening, and selecting qualified and suitable people to fill vacant positions. Responsible people must be equipped with the skills required for screening and selecting potential candidates using methodologies that contribute to the effective management and deployment of human resources in line with the organisation's strategic objectives.

**Benefits of attending this interactive programme include:**

- Applying organisational policies and practices to recruit suitable candidates with appropriate knowledge, skills, values and attitudes that will contribute to the organisation's strategic intent;
- Implementing recruitment and selection for improved performance on a local, national and provincial level;
- Tailoring a recruitment and selection framework that will boost transformation, increase productivity and the economic sustainability of the organisation;
- Increasing organisational productivity and sustainability through exposure to the latest global trends;
- Empowering the organisation with the tools and strategies necessary to overcome internal and external challenges that directly affect transformation within your organisation;
- Streamlining your organisational processes to improve efficiency;
- Entrenching an organisational culture of excellence and continuous improvement.

**About your facilitator:**

Anita Arendsen is co-founder of Edacom, which has been operating since 2004. As Edacom COO, Anita brings a wealth of management experience gained over 29 years in a number of fields including management, customer service, operations, risk, health and safety, human resources, marketing, financial, supply chain, sales, customer relationship management, contact centre and entrepreneurship. Anita's dynamic enthusiasm toward assisting both customers and staff, strong interpersonal skills and drive for high achievement is uniquely coupled with an exceptional ability to analyse business needs and build rapport with value chain management on all levels.

Anita's qualifications include a MBA, Lead Auditor: QMS ISO 9001:2008, a National Diploma in Treasury Management & Trade Finance and a National Diploma in Financial Services: Credit, The Expert Negotiator, Financial Management, Project Management, International Banking and Product Management. The materials which Anita researched developed and designed for her workshops and strategy

interventions have been accredited with The South African Board for People Practice (SABPP) ETQA.

Anita is currently furthering her studies with a PHD in Organisational Behaviour which she is studying through the University of Pretoria. Anita intends to be best positioned to provide, stimulate, and leverage the agility that businesses will need to accommodate the accelerating changes that will typify business sustainability and survival into the future.

**Accreditation**

This programme is accredited on NQF level 5. On completion of the programme and portfolio of evidence, participants will receive a certificate of competence, bearing 10 credits.