

## PRBB Intervals Course Proposal

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**Course Title:** Getting the right person for your team

**Proposed dates:** 5<sup>th</sup> & 12<sup>th</sup> June 2018

**Course Language:** English

**Course Leader:** Louise Schubert MSC, CIPD, EMCC accredited Coach.

Louise works as an executive coach and consultant and is experienced as a trainer particularly in the areas of interpersonal skills development and recruitment processes. She is actively involved in the assessment of senior managers and making recommendations in recruitment processes.

**Rationale for course:**

This course is designed to help those people who need to hire new members to their teams as part of their role of team or project manager. Successful recruitment processes are not only essential for the future of the organization; they are also an exercise in marketing to the outside world.

**Course aim – general:**

The aim of this programme is to provide participants with a framework and a set of tools to use when managing a selection process. There will also be an opportunity to practice holding interviews and to establish whether a candidate meets the requirements of the role. Thought will also be given to what happens when a person starts in the role.

**Specific learning outcomes:**

To provide existing and future team leaders with specific tools so that they are able to:

- Prepare an accurate description of the role in question, draw up a person specification and decide what they need to look for in people who apply for the role.
- Conduct interviews to draw out the information that is needed from candidates, so as to find the best person for the role.
- Plan the induction for the new team member which will include areas for development, organization information and introduction to stakeholders.

**Course contents:**

**Part One:**

- Welcome and Introductions.
- What needs to happen when a vacancy occurs?
- Job descriptions, context, reporting lines and key relationships, main responsibilities, expected results.
- Person specification, what are we looking for in a potential candidate?
- Where to advertise and how.

- Planning the interview: How to structure, Question Technique, Body language, Listening skills, maintaining control, note taking, conclusion
- Preparation for part 2

### **Part Two**

- Review since last time.
- Interview practices in small groups.
- Feedback on skills area.
- Decision making and preparation for the arrival of a new team member.
- Induction and Professional Development Plan.
- Review and Mentoring.
- Conclusion.

### ***Training methods***

The programme will be highly participative, with a mixture of small group work, individual reflection, and explanation of relevant theory, exchange of ideas and practice of techniques through observed role play.

***Target group in PRBB:*** Principal investigators, team leaders within scientific research and management/admin staff.

***Number of participants:*** 12

***Total course hours:*** 8 hours

***Distribution of course:*** 2 modules of 4 hours with preparation between the two modules.

***Material participants need to bring:*** Any documentation relevant for reference when designing new research roles, job descriptions etc. Examples of CVs received or any completed application forms received.

***Relevant background reading:*** --