



HR Strategy and Training

Scanning, Hiring, and Onboarding Masterclass

Course Introduction

The "Scanning, Hiring, and Onboarding" Masterclass is designed to equip HR professionals and hiring managers with essential skills and strategies for optimizing the recruitment and onboarding processes. This comprehensive five-day program covers the entire lifecycle of hiring, from identifying and scanning potential candidates to effectively integrating new hires into the organization. Participants will learn practical techniques for enhancing recruitment practices, conducting effective interviews, and ensuring a smooth transition for new employees.

Target Audience

Who is this course for, and can benefit the most

- HR Specialists, Generalists, and Assistants
- Personnel Managers and Specialists
- Talent Acquisition Specialists
- Organizational Development Professionals
- Hiring Managers

Learning Objectives

At the end of the training course, participants will be able to

- Develop Efficient Scanning Techniques: Understand and implement best practices for scanning resumes and applications to identify top talent efficiently.
- Conduct Effective Hiring Processes: Master the techniques of conducting structured interviews, evaluating candidates objectively, and making informed hiring decisions.

- **Design and Implement Onboarding Programs:** Create and manage comprehensive onboarding programs that enhance new hire experience and retention.
- **Integrate Technology in Recruitment:** Utilize modern recruitment technologies and tools to streamline the scanning, hiring, and onboarding processes.
- **Enhance Collaboration:** Foster collaboration between HR, hiring managers, and new employees to ensure a seamless onboarding experience.

Course Outline

• 01 Day One

Scanning for Talent

- **Introduction to Scanning:**
 - Overview of the scanning process
 - Key competencies for effective scanning
- **Resume Screening Techniques:**
 - Methods for evaluating resumes and cover letters
 - Identifying red flags and key indicators
- **Leveraging Technology:**
 - Using Applicant Tracking Systems (ATS) effectively
 - Tools and software for scanning and sorting candidates
- **Practical Exercise:**
 - Hands-on resume screening and evaluation

• 02 Day Two

Effective Hiring Strategies

- **The Hiring Process Overview:**
 - Stages of the hiring process
 - Best practices for each stage
- **Conducting Structured Interviews:**
 - Developing effective interview questions
 - Techniques for evaluating responses
- **Assessment Tools and Techniques:**
 - Using assessment tools to evaluate candidates' skills and fit
 - Understanding and interpreting assessment results

- **Practical Exercise:**

- Mock interviews and role-playing scenarios

- **03 Day Three**

Onboarding Program Design

- **Introduction to Onboarding:**

- Importance of onboarding for employee retention and satisfaction
- Key components of a successful onboarding program

- **Developing Onboarding Plans:**

- Creating structured onboarding schedules
- Designing orientation and training programs

- **Integration with Organizational Culture:**

- Aligning onboarding with company values and culture
- Engaging new hires with organizational goals

- **Practical Exercise:**

- Drafting an onboarding plan for a new hire

- **04 Day Four**

Technology and Tools in Recruitment

- **Technology in Scanning and Hiring:**

- Overview of recruitment software and tools
- Advantages and limitations of technology in recruitment

- **Optimizing Recruitment Processes:**

- Streamlining recruitment workflows
- Analyzing and improving recruitment metrics

- **Integrating Onboarding Systems:**

- Using technology to enhance onboarding processes
- Tracking and measuring onboarding success

- **Practical Exercise:**

- Case studies on technology-driven recruitment and onboarding

- **05 Day Five**

Collaboration and Evaluation

- **Collaborative Hiring and Onboarding:**

- Enhancing collaboration between HR and hiring managers
- Best practices for team integration during onboarding

- **Evaluating Recruitment and Onboarding Success:**

- Metrics and KPIs for measuring success
- Gathering and analyzing feedback from new hires and stakeholders

- **Developing Continuous Improvement Strategies:**
 - Identifying areas for improvement
 - Implementing strategies for ongoing enhancements
- **Practical Exercise:**
 - Developing an action plan for improving current practices

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 7, 2025	April 11, 2025	5 days	4250.00 \$	UAE - Abu Dhabi
April 28, 2025	May 2, 2025	5 days	4950.00 \$	England - London
Aug. 25, 2025	Aug. 29, 2025	5 days	4250.00 \$	UAE - Abu Dhabi
Nov. 10, 2025	Nov. 14, 2025	5 days	4950.00 \$	Netherlands - Amsterdam