

This training course covers all the key aspects of recruiting staff effectively and legally.

This fun and interactive session will help you to:

- Understand how to prepare and carry out recruitment legally and effectively
- Prepare and place a job advertisement
- Design a tailored job description
- Be able to assist with or conduct interviews
- Assist in the selection process
- Have a good background knowledge of good practice and legislative requirements

We have found that delegates also learn a lot from each other's experiences that they share during the day.

Who is this course for?

Anyone who is planning to employ a personal assistant/carer.

Course timings:

Half a day session
(10.00 a.m. to 12.30 p.m. or 1.30 to 4.00 p.m.)

Cost:

£65 based on up to 5 delegates. Additional delegates at £10 each. Cost includes trainer and materials but does not include venue or catering. We can arrange these if required.

For further information and booking, please contact your local Penderels Trust office or the training team at enquiries@penderelstrust.org.uk or 02476 511611.