



Consulting and Training | Reach New Heights

Course Name

Scanning, Hiring, and Onboarding Masterclass

Sector Name

HR Strategy and Training

Document Type

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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.

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Scanning, Hiring, and Onboarding Masterclass

Target Audience

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

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Learning Objectives

- ✓ 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.

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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



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Course Outline

✓ 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

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Course Outline

✓ **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

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✓ 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

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✓ 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

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 19, 2027	April 23, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Aug. 31, 2026	Sept. 4, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
Nov. 16, 2026	Nov. 20, 2026	5 days	4950.00 \$	Netherlands , Amsterdam
March 14, 2027	March 18, 2027	5 days	4250.00 \$	KSA , Al Khobar

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