



# HIRING A HIGH PERFORMANCE WORKFORCE

6 - Hour Course | 5 Professional Development Credits  
SHRM BoCK Alignment: Business Acumen

## COURSE DESCRIPTION

Did you know that hiring account for 80% of employee turnover? During the hiring process, it is important that managers focus on the end result: building a high performance workforce. Managers must shift from filling open positions to analyzing the type of employee needed to achieve team and organizational goals. This course outlines the fundamentals behind hiring and breaks down the process in a step-by-step program. Participants learn through application-based activities and intensive workshops that include role-play, discussions, and case studies.

## LEARNING OUTCOMES

- **Understand** the dynamics of today's workforce
- **Define** hiring and its financial and workforce impact
- **Identify** the steps of the hiring process
- **Assess** your hiring skills to become an effective interviewer
- **Examine** job descriptions and hiring needs using the Job Analysis method

## WORK WITH PURPOSE

We commit to delivering an **intensive, interactive, and innovative training experience** that is relevant to working with purpose. This experience will be applicable and solutions-focused by ensuring you receive tangible deliverables. Let's see what we can transform for you!

## CONTACT US TODAY!

832-429-7049  
contact@edoppsolutions.com  
www.edoppsolutions.com

## JOIN THE COMMUNITY

-  @edOppSolutions
-  @edOppSolutions
-  @edOppSolutions

## CONTENT OUTLINE

### Introduction

- Course Overview
- Participant Ice Breaker

### Understand the dynamics of today's workforce

- Today's Workforce Statistics and Trends

### Define hiring and its financial and workforce impact

- Innovation Insight: What is Hiring and Why is Hiring Important?
- Turnover and Culture
- Workforce Impact
- The Cost of Bad Hiring Decisions
- Types of Employee Turnover

### Identify the steps of the hiring process

- Define the Hiring Process
- The Steps of the Hiring Process
- Effective Hiring Decisions
- Pre-Interview

### Asses your hiring skills to become an effective interviewer

- 8 Interview Styles
- Innovation Insight: What are the pros and cons of each of these interview styles?
- Interviewer Skills

### Examine job descriptions and hiring needs using the Job Analysis method

- Job Analysis
- Job Description
- KSA's
- Strategy in Action: Job Analysis Activity
- Closing the Skills Gap

### Final Note

- Summary
- Activity: Q&A