

## **Training Toolkit**

The attached file contains activities to be used as part of a training package for training young people to participate in the Recruitment and Selection process.

The main issues that need to be included in a training session are:

- Confidentiality – keeping applicants details confidential, what is it acceptable to discuss with other people.
- Equality – issues around stereotyping and understanding legislation.
- Job Process – an understanding of the process
- Interview techniques – what makes a good interview, listening techniques, body language

You may also need to include;

- Devising a question or activity for the interview
- Methods of recording the interview
- Ground rules e.g. dress code, mobile phones
- Rewards/Incentives

## Example - Training Session – split over two sessions

### **Session One**

Time: Two Hours

Topic: Introduction to Recruitment and Selection

Aims: An introduction to the Recruitment process

Objectives:

The young person will understand the recruitment process

The young person will understand their responsibility in relation to confidentiality

The young person will gain awareness of equality issues

Resources: Flipchart, Pens, String, pegs, activity cards from toolkit

### Session format

Welcome

Ice Breaker

Introduction to Training session

**Activity 1** - Understanding the Job Process – Activity 1 from Resource pack

**Activity 2** - Confidentiality – Explain what confidentiality means then use Activity 5 from Resource pack to get young people to think about their responsibility for keeping information confidential.

### **Break**

**Activity 3** - Equality issues – Use Activity 8, Task 1 from the Toolkit to start discussions about stereotyping

Use Activity 8, Task 3 to introduce elements of legislation making sure understanding is discussed.

Summarise session and feedback

## **Session Two**

Time: Two Hours

Topic: Introduction to Recruitment and Selection

Aims: Introduction to Interviews and techniques

Objectives:

The young person will understand the Interview process

The young person will develop interviewing techniques

The young person will understand their involvement in the Interview process

Identify specific requirements for the Interview

Resources: Flipchart, Pens, activity cards from toolkit

### Session format

Welcome

Ice Breaker

Introduction to Training session

#### **Activity 1** – Interview techniques

Use Activity 9, Task 1 from toolkit to develop listening skills and understand body language

Use Activity 9, Task 2 to enable the young people to learn the do's and don't's of interviewing

#### **Break**

Explain the interview process e.g. standard questions, scoring and recording, decision making process at end.

Look at job description for the proposed interview

Identify specific requirements e.g. question or activity for the proposed interview.

Summarise session and feedback

Any questions

Evaluation