

**COURSE OVERVIEW HM0853**  
**Certified Talent Acquisition Professional**

**Course Title**

Certified Talent Acquisition Professional

**Course Date/Venue**

November 03-07, 2024/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

**Course Reference**

HM0853

**Course Duration/Credits**

Five days/3.0 CEUs/30 PDHs



**Course Description**



***This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.***



This course is designed to provide participants with a detailed and up-to-date overview of Certified Talent Acquisition Professional. It covers the basic concepts of talent acquisition and differentiate talent acquisition from recruitment; the role of talent acquisition in organizational success; aligning talent acquisition with business strategy; the job analysis for talent acquisition; the effective job descriptions and person specifications; a recruitment strategy and planning recruitment campaigns; and the different sourcing channels and building talent pools and pipelines.



During this interactive course, participants will learn to screen, shortlist and assess candidates; use interviewing techniques and assessment tools; the employer branding and strategies for promoting diversity and inclusion in talent acquisition; the importance of effective onboarding and designing a comprehensive onboarding program; the key metrics for talent acquisition and using metrics to improve talent acquisition; the leverage technology to improve talent acquisition; the strategies for effective social media recruiting; the legal considerations and current trends in talent acquisition; the future trends in talent acquisition; and the role of a talent advisor; and building influence and credibility as a talent advisor.

## Course Objectives

Upon the successful completion of the course, each participant will be able to:-

- Get certified as a “*Certified Talent Acquisition Professional*”
- Discuss the basic concepts of talent acquisition and differentiate talent acquisition from recruitment
- Identify the role of talent acquisition in organizational success and align talent acquisition with business strategy
- Employ job analysis for talent acquisition and develop effective job descriptions and person specifications
- Create a recruitment strategy and plan recruitment campaigns
- Identify the different sourcing channels and build talent pools and pipelines
- Screen, shortlist and assess candidates and use interviewing techniques and assessment tools
- Apply employer branding and apply strategies for promoting diversity and inclusion in talent acquisition
- Discuss the importance of effective onboarding and design a comprehensive onboarding program
- Identify the key metrics for talent acquisition, use metrics to improve talent acquisition and leverage technology to improve talent acquisition
- Apply strategies for effective social media recruiting and discuss legal considerations and current trends in talent acquisition
- Anticipate future trends in talent acquisition, identify the role of a talent advisor and build influence and credibility as a talent advisor

## Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor’s actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.

## Who Should Attend

This course provides an overview of all significant aspects and considerations of talent acquisition for all HR and talent acquisition professionals who want to explore new approaches to attract and employ talents.

## Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

**Course Certificate(s)**

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Certificates are valid for 5 years.

**Recertification is FOC for a Lifetime.**

**Sample of Certificates**

The following are samples of the certificates that will be awarded to course participants: -





- (1) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

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## Haward Technology Middle East

Continuing Professional Development (HTME-CPD)

# CEUs

### CEU Official Transcript of Records

**TOR Issuance Date:** 14-Nov-21  
**HTME No.** 8667-2014-9020-2555  
**Participant Name:** Abdulsatar Al Otaibi

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HM0853	Certified Talent Acquisition Professional	November 10-14, 2021	28.25	2.825

**Total No. of CEU's Earned as of TOR Issuance Date** **2.825**

**TRUE COPY**  
  
**Jaryl Castillo**  
 Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2013 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2013 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology is accredited by




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### **Certificate Accreditations**


Certificates are accredited by the following international accreditation organizations:-

- 
The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council for Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

### **Course Fee**

**US\$ 5,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

### Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Mr. Pete Du Plessis**, MSc, BSc, is a **Senior HR Consultant** with over **35 years** of extensive experience. His expertise lies extensively in the areas of Human Resource Management (**HRM**), Human Resource Development (**HRD**), Behaviour Based **Interviewing & Recruitment**, **Learning & Development**, Effectiveness in HR & Training, **Talent Management**, Succession Planning, Competency Frameworks, **Talent Acquisition**, **Career Path Planning & Performance Management**, **Organization Development**, Modern **Leadership & Management Skills**, Identification & Analysis of **Training Needs**, **Teamwork & Collaboration**, People Management Essentials, Building Environment of **Trust & Commitment**, **Emotional Intelligence**, Developing **HR Business Partner Effectiveness**, **Leadership Challenge**, **Project Management**, **Financial Management, Planning, Budgeting & Cost Control**, **Document Management**, **Record Management**, **Contract Management**, **Negotiation Management**, **Risk Management**, **Leadership & Business Management**, **Production & Inventory Management**, **Warehousing**, **Purchasing & Marketing Management**, **Work Engineering & Advanced Production Techniques**, **Production Logistics**, **Supply Chain Management**, **Fleet Management**, **Stores & Stock Control**, **Human Resources & Industrial Relations Management**, **Quality Assurance & Control**, **Operations Management**, **Project Management**, and **Strategic Planning & Management**. Previously, he was the **Quality Manager** of **Benteler Automotive**, where he was responsible for implementing, controlling and managing quality and technical department processes and systems and mobilizing the quality control department, procedures and quality management system.

During his career life, Mr. Plessis has worked with several prestigious companies occupying numerous challenging managerial and technical positions such as being the **Financial Manager**, **Operations Manager**, **Technical & Quality Manager**, **Human Resource Management**, **Logistics & Purchasing Manager**, **Head Metrologist**, **Quality Engineer**, **Project Engineer**, **Materials & Warehouse Planner & Controller** and **Quality Control Inspector**. All throughout his career, he has mastered and specialized in the application of project management, warehouse & inventory control, value chain analysis, logistics & strategic planning, process flow analysis, business process evaluation & re-engineering, master-plan development, capacity planning and site space-planning & development.

Mr. Plessis has **Bachelor's** degree with **Honours** in **Industrial Engineering & Management**. Further, he has gained **Diploma** in **Quality & Production Management**. He is also a **Certified Assessor & Moderator** with the Manufacturing, Engineering & Related Services Education and Training Authority (MERSETA), a **Certified Trainer/Assessor** by the **Institute of Leadership & Management (ILM)** and a **Certified Instructor/Trainer** by the APICS. He has further delivered numerous trainings, courses, seminars, conferences and workshops internationally.



**Training Methodology**

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours: -

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

**Course Program**

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

**Day 1: Sunday, 03<sup>rd</sup> November 2024**

0730 - 0800	Registration & Coffee
0800 - 0815	Welcome & Introduction
0815 - 0830	<b>PRE-TEST</b>
0830 - 0930	<b>Introduction to Talent Acquisition</b> Understanding Talent Acquisition: Basic Concepts • Differentiating Talent Acquisition from Recruitment
0930 - 0945	Break
0945 - 1100	<b>The Role of Talent Acquisition in Organizational Success</b> Aligning Talent Acquisition with Business Strategy • The Strategic Role of Talent Acquisition in Workforce Planning
1100 - 1300	<b>Understanding Job Requirements</b> Job Analysis for Talent Acquisition • Developing Effective Job Descriptions & Person Specifications
1300 - 1315	Break
1315 - 1420	<b>Recruitment Planning</b> Creating a Recruitment Strategy • Planning Recruitment Campaigns
1420 - 1430	<b>Recap</b>
1430	Lunch & End of Day One

**Day 2: Monday, 04<sup>th</sup> November 2024**

0730 - 0930	<b>Sourcing Strategies</b> Understanding Different Sourcing Channels
0930 - 0945	Break
0945 - 1100	<b>Sourcing Strategies (cont'd)</b> Building Talent Pools & Pipelines
1100 - 1230	<b>Selecting Candidates</b> The Selection Process: Screening, Shortlisting, Assessing • Interviewing Techniques & Assessment Tools





1230 - 1245	Break
1245 - 1420	<b>Employer Branding</b> The Role of Employer Branding in Talent Acquisition • Techniques for Building a Strong Employer Brand
1420 - 1430	<b>Recap</b>
1430	Lunch & End of Day Two

**Day 3: Tuesday, 05<sup>th</sup> November 2024**

0730 - 0930	<b>Diversity &amp; Inclusion in Talent Acquisition</b> Understanding the Importance of Diversity & Inclusion
0930 - 0945	Break
0945 - 1030	<b>Diversity &amp; Inclusion in Talent Acquisition (cont'd)</b> Strategies for Promoting Diversity & Inclusion in Talent Acquisition
1030 - 1230	<b>Onboarding New Employees</b> The Importance of Effective Onboarding • Designing a Comprehensive Onboarding Program
1230 - 1245	Break
1245 - 1420	<b>Talent Acquisition Metrics</b> Key Metrics for Talent Acquisition: Time to Fill, Quality of Hire, etc. • Using Metrics to Improve Talent Acquisition
1420 - 1430	<b>Recap</b>
1430	Lunch & End of Day Three

**Day 4: Wednesday, 06<sup>th</sup> November 2024**

0730 - 0930	<b>Technology in Talent Acquisition</b> Overview of Talent Acquisition Technology: ATS, AI, Automation • Leveraging Technology to Improve Talent Acquisition
0930 - 0945	Break
0945 - 1100	<b>Social Media in Talent Acquisition</b> The Role of Social Media in Sourcing & Employer Branding
1100 - 1230	<b>Social Media in Talent Acquisition (cont'd)</b> Strategies for Effective Social Media Recruiting
1230 - 1245	Break
1245 - 1420	<b>Legal Considerations in Talent Acquisition</b> Understanding Legal Obligations in Recruiting & Selection • Promoting Fair & Ethical Talent Acquisition Practices
1420 - 1430	<b>Recap</b>
1430	Lunch & End of Day Four

**Day 5: Thursday, 07<sup>th</sup> November 2024**

0730 - 0930	<b>Current Trends in Talent Acquisition</b> Exploring Current Trends: Remote Work, Gig Economy, Employer Branding • Adapting to Changes in the Talent Acquisition Landscape
0930 - 0945	Break
0945 - 1130	<b>The Future of Talent Acquisition</b> Anticipating Future Trends in Talent Acquisition: AI, Data-Driven Recruiting • Preparing for the Future of Talent Acquisition
1130 - 1145	<b>Becoming a Talent Advisor</b> The Role of a Talent Advisor



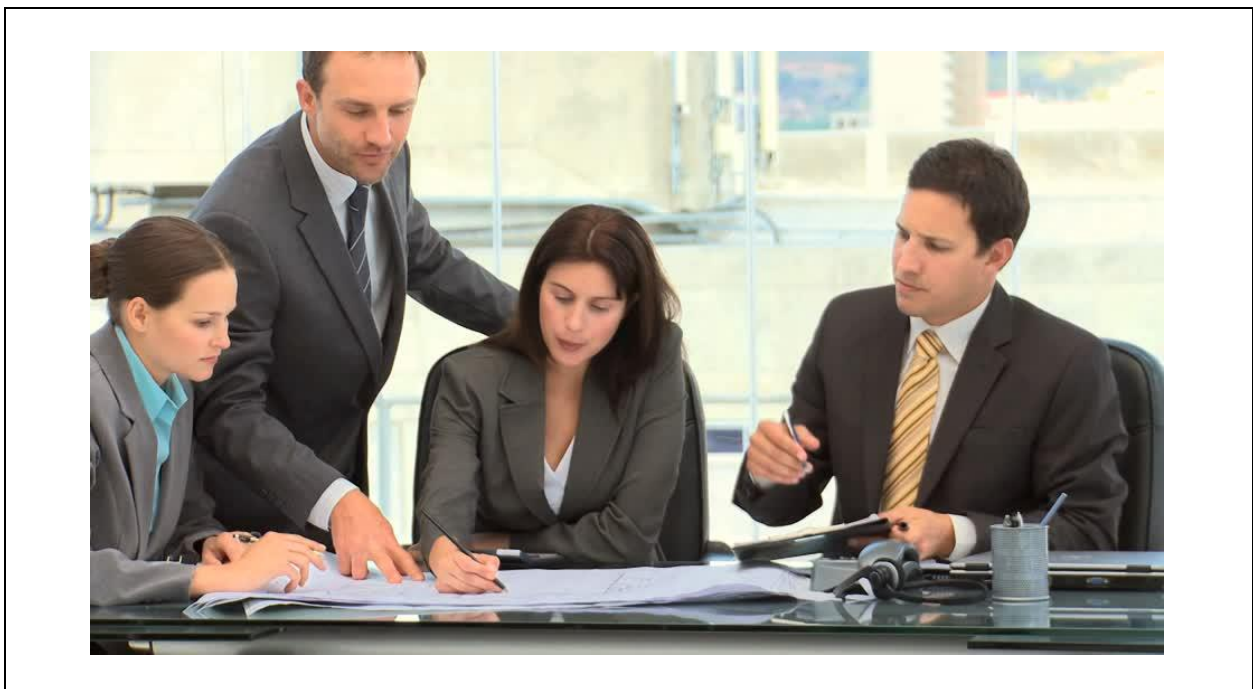




1145 - 1200	Break
1200 - 1300	<b>Becoming a Talent Advisor (cont'd)</b> <i>Building Influence &amp; Credibility as a Talent Advisor</i>
1300 - 1315	<b>Course Conclusion</b>
1315 - 1415	<b>COMPETENCY EXAM</b>
1415 - 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch &amp; End of Course</i>

**Practical Sessions**

This practical and highly-interactive course includes real-life case studies and exercises:-



**Course Coordinator**

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