

The Syrian Consulting Bureau announces a 2-day course on **THE ADVANCED TECHNIQUES IN RECRUITING**

JULY 18 & 25, 2009
FROM 9:30AM TO 5:30PM
SCB PREMISES

Course Objective

Successful HR Managers need the skills to find and recruit the best candidates for their organizations.

The course is a two day event which involves participants working on processes that result in successful selection and recruitment decisions through the use of group and individual activities, and exercises.

The objective of this course is to enhance participants' recruitment skills and know-how enabling them to play a confident and effective role in selecting new staff at all level, develop knowledge and skills to carry out the recruitment and selection functions in an organization, provide them with the advanced techniques of the current issues and methodologies that are used in the recruitment and selection process.

A particular concentration is on structured interview techniques with participants designing effective situational and behavior description interview questions with scoring guides, and conducting interviews through role play.

Is It Right For Me To Attend?

The course will be of particular benefit to those who want to explore opportunities for improving their current recruitment and selection process in their organization as well as building upon their existing personal skills.

For all enquiries, please call SCB at
3340710 or Email us on: scb@scbdi.com
Website: www.scbdi.com



Course Outline

- Definition of recruiting
- Why is recruitment needed?
- Why organizations strive to select the best candidates?
- Goals of recruiting.
- Poor recruitment & selection.
- Factors that affects recruitment efforts
 - Size of organizations
 - Employment conditions within the community
 - Working conditions and salary and benefits packages offered
- Constraints on recruitment efforts
- Recruiting sources
- Employment selection and placement
- Definition of selection
- Steps in the selection process
- Problems with section
- Weakness in Interviews
- Types of interviews & when we use every one
 - Unstructured interview
 - Situational interview
 - Behavior description interview
 - Comprehensive structured interview
 - Structured behavioral interview
 - Oral interview boards
- Practical examples of Types of Interviews
 - Unstructured interview
 - Situational interview
 - Behavior description interview
 - Comprehensive structured interview
 - Structured behavioral interview
 - Oral interview boards
- Types of tests
 - Personality test
 - Intelligence test
 - Numerical test
 - Aptitude test
- Advantages of each type of test
- Common consulting interview questions
- How to evaluate interview?

Trainer Profile

Mrs Myrna Bakhsar is an HR Specialist; accredited HR trainer from Cambridge College. She holds a Bachelor degree in French Literature from Damascus University in addition to a Diploma in Human Resources Management from Cambridge University and a Diploma in Business Management from IPMA University, UK.

Myrna worked as a Human Resources Manager with the largest NGO in Syria "The Syrian Organization for the Disabled-AAMAL".

She is currently the Human Resources Manager of a large company, leading and managing over 800 staff.

At the same time Myrna works as a freelance HR Trainer, developing and delivering various courses from Human Resources to business related courses.

Know more about us:

**The Syrian Consulting Bureau
for Development & Investment**

The Syrian Consulting Bureau for Development and Investment was established in Damascus in 1991 by Dr. Nabil Sukkar, former Senior Economist at the World Bank in Washington D.C.

SCB's services include economic and public policy research, corporate finance and financial advisory, market and marketing research, information systems consulting, process reengineering and restructuring, organizational development and training.

SCB is interested in the development of Syria in its regional context. It strives to enhance policies that help Syria's economic liberalization and private sector development, and to help clients make distinctive, substantial, and lasting improvements in their business performance. SCB is committed to delivering services of the highest professional standard.

For further information on our training program visit our website: www.scbdi.com

Registration Fees

SYP 10.000/participant

Price includes materials, refreshment and coffee breaks

Deadline for registration July 16, 2009

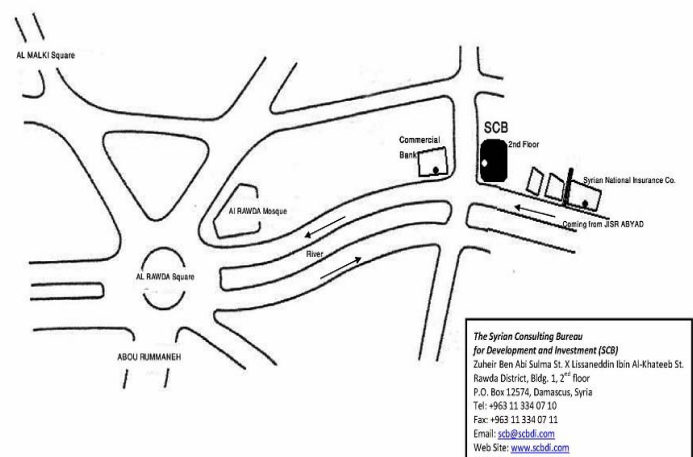
Discounts

- A 5 % discount will apply to early registration prior **July 8, 2009**.
- A 10% discount will apply to 2 and more participants from the same company.

Course Materials

Each participant will be provided with a customized training manual containing relevant training materials

Direction to SCB



Registration Form

Yes I would like to register for

"The Advanced Techniques In Recruiting" Course

July 18 & 25, 2009

Discounts

- A 5 % discount will apply to early registration prior **July 8, 2009**.
- A 10% discount will apply to 2 participants from the same company.

Cancellation Policy

Full payment of participation fees must be submitted prior to the workshop deadline on **July 16, 2009**. If the registered is unable to attend, a substitute delegate will be welcome. In cases where a substitute is not available, a SYP 3000 service charge will be payable. Cancellations made after **July 16, 2009** are non-refundable.

Personal Details

Delegates	Title	First Name	Surname	Job Title	Email	Personal Mobile (in case of emergency)
1 st Delegate						
2 nd Delegate						
3 rd Delegate						
4 th Delegate						

Company: _____

Address: _____

Tel: _____ Fax: _____

Payments

Amount of cash or cheque enclosed SP _____ (Please circle as appropriate)

Cheques should be made to the order of:

The Syrian Consulting Bureau for Development and Investment (or)
المكتب الاستشاري السوري للتنمية والاستثمار

Please return cheque and form to:

The Syrian Consulting Bureau for Development and Investment

Zuheir Ben Abi Sulma St. X Lissaneddin Ibin Al-Khateeb St.

Rawda District, Bldg. 1, 2nd floor, Damascus, Syria

Phone: 3340710 / 3335171

Fax: 3340711

Email: scb@scbdi.com

website: www.scbdi.com

A confirmation letter and invoice will be sent upon receipt of your registration.