



## Course Aim

The aim of this day is to give the customers the ability to set-up and structure the staff development and recruitment modules in accordance with the organisation needs.

## Pre-requisites

None

## Suggested Attendees

The course is designed for personnel staff who are involved in the setting up and maintaining of staff development records. The staff who are involved within recruitment should also be in attendance for this module.

## Course Content

- **Parameters**  
Personnel parameters that are relevant to staff development and recruitment.
- **Supporting Elements**  
The set-up of the individual elements that will be used within the staff development and recruitment modules.
- **Personnel And Posts**  
The set-up of Training Events, Training Providers, Achievements, Training Courses and the link to the personnel record will all be covered.
- **Enquiries**  
Looking at employee enquiries, needs analysis enquiries.
- **Vacancies**  
In this module the set up of Recruitment Stages, Recruitment Resources, Interview Templates and Vacancy Details will be covered to enable the users to record vacancy details to the correct level.
- **Reports**  
An overview of the reports available for the staff development and recruitment modules.

## Course Objectives

On completion of this course the delegates will be able to set up and maintain staff development training records and events. Have the ability to record vacancy information to the level needed within the organisation.

## Methodology

The course provides a practical "hands on" approach to most aspects covered during the day.

## Duration

1 day  
From 10.00 a.m. - 16.30 p.m.

## Location

Agresso's Swansea Training  
Centre or customer site

## Cost

POA - dependant on location.