

3 DAY PROGRAM

| MODULE | HOURS | OUTLINE | COURSE INSTRUCTOR |
|--|-----------|---|---|
| Introduction to Recruiting | 1 | This course will introduce students to the world of Professional Search and Recruiting. Key awareness points relative to Professional Search and Recruiting Profession. Focus on the importance of Professional Search and Recruiting Profession has in the business environment. Introduction to main services, costing and delivery provided by Professional Search and Recruiters. | <i>Bruno Lindia BAdmin - CPHR - RPR</i> |
| “Product – Service” Knowledge | 2 | This module introduces the participant to the concept of clearly identifying and describing what they EXACTLY are selling. The participants will go through a series of internal discovery reflective questions that will help them refine their sales focus. (Product-Service Knowledge) | <i>Bruno Lindia BAdmin - CPHR - RPR</i> |
| Professional Matching and Assessing | 3 | This course introduces students on how to properly and effectively assess the needs of the hiring manager as it relates to areas such as: Technical and Non-Technical Skills, Years of experience, Education, Certification, Culture and other areas. The student then will learn how to prepare and utilize methods of screening a matching the best available candidates to this job opportunity. | <i>Bruno Lindia BAdmin - CPHR - RPR</i> |
| Recruiting Process | 2 | This module shows participants how to clearly map out an effective Sales process and to compare it to what is actually happening in their organizations. Once the Sales Process is identified, they will learn where they fit it with essential steps that need to be executed. | <i>Bruno Lindia BAdmin - CPHR - RPR</i> |
| Interviewing Principles and Techniques | 3 | This course introduces students to the fundamentals of Professional candidate interviewing. This course focuses on techniques to assess technical and Non-Technical skills relative to the job requisition. It also introduces the student to employment standards as it relates to Interviewing candidates. This course has the student focus on Open and closed ended questions to be able to effectively rank candidates to the job requisition. | <i>Bruno Lindia BAdmin - CPHR - RPR</i> |
| Scripting | 2 | This module will help the participant to clearly and effectively identify and understand the most important ratios that relate to their specific Sales Execution Plan. | <i>Bruno Lindia BAdmin - CPHR - RPR</i> |
| Handling Objectives | 1 | This module will list and discuss sales objections that may come up in a sales meeting or call. The participant will be able to firstly identify the objective and then comfortably discuss it with the potential prospect in order to obtain more clarity as it relates to ranking the quality of the lead. | <i>Bruno Lindia BAdmin - CPHR - RPR</i> |
| Goal Setting | 1 | This module shows the participant how to effectively set goals using tools and templates that allows the participant to clearly understand what needs to be achieved and in what timeframe. This clarity will allow the participant to be able to plan out their workday, week, month and year. | <i>Bruno Lindia BAdmin - CPHR - RPR</i> |
| Ratio Analysis | 1 | This module will help the participant to clearly and effectively identify and understand the most important ratios that relate to their specific Sales Execution Plan. | <i>Bruno Lindia BAdmin - CPHR - RPR</i> |
| Scripting | 2 | This module will introduce the participant to the proper way to articulate their service offering to their prospects and clients. It will deal with scripts such as Introduction calls, Follow Up calls, Introduction meetings, Follow up meetings and other scripts necessary to exceed sales quotas. | <i>Bruno Lindia BAdmin - CPHR - RPR</i> |
| Practice | 5 | This module allows Real Life role playing in a controlled manner that allows them to record, listen, score and adjust their conversational transactions. They will be introduced to a proprietary Call Evaluation tool only available through this Certificate program. | <i>Bruno Lindia BAdmin - CPHR - RPR</i> |
| Performance Review Preparation | 1 | This module will introduce the participant to pro-actively preparing for performance reviews. This is achieved by suggesting high performing review documents and scorecards. | <i>Bruno Lindia BAdmin - CPHR - RPR</i> |
| Hours | 21 | Notes | |

Pricing / per Participant*

\$3,995.00

* Certificate of Completion awarded if a mark of 70% or higher is achieved on each module quiz and all assignments completed.

** Price does NOT include Sales tax, Travel Costs (if applicable)

*** Groups of 10 or more (up to 15) receive a 5% discount. (Price does NOT include Sales tax, Travel Costs (if applicable))

**** Course instructor may change with no advance notice