



Inclusive Recruitment and Retention

TRAINING

Building bridges and bridging differences for more equitable workforce



Facilitated by
KERRI WELLINGTON
Human Resources and Training Consultant
Wellington Consulting

Online → 17 & 18 October 2023



Overview

Modern Australia is a hotpot of diversity. Many Australians of working age are diverse in terms of their culture, race, gender, age, sexuality, religious practices and physical or mental disabilities. In the workplace, such diversity can enhance business outcomes through different perspectives, knowledge and lived experiences.

As one of Australia's biggest employers, it is vitally important that the government leads the way in attracting, recruiting and retaining employees from diverse backgrounds.

This course has been developed for junior to mid-level managers who are responsible for the recruitment and retention of staff in a wide variety of public sector roles. This course will teach you how to attract a wide range of candidates for vacant positions, how to recruit in a fair, ethical and transparent manner, and how to ensure all candidates are welcomed into the workplace without bias.

You will leave with skills, knowledge, tips and tricks that you can apply straight away, and that you'll wish you had known sooner!

Who Should Attend

- Recruitment Specialist and Managers
- Hiring Officers, Managers and Supervisors
- Diversity, Equity, and Inclusion Managers
- Talent Acquisition Managers
- HR Analysts, Specialists and Managers
- Equal Employment Opportunity Specialists

Learning Outcomes

- **Keep up** with the most recent issues, trends, and best techniques in inclusive recruitment
- **Increase** your understanding of the importance of diversity and inclusion
- **Design** and implement recruitment processes that are free from bias and promote fairness and equity
- **Obtain** practical skills and tools to attract, recruit and retain diverse talent
- **Learn** about the legal and ethical considerations in inclusive recruitment practices
- **Measure** the effectiveness of your inclusive recruitment practices and use data-driven decisions make improvements

Why Attend

- **Make** your workplace a welcoming and inclusive environment that values and celebrates diversity
- **Increase** diversity and inclusion awareness and initiatives
- **Identify** and mitigate unconscious biases in recruitment processes
- **Obtain** the advantages of improved access to various viewpoints in hiring
- **Implement** inclusive practices by gaining access to useful resources and tools for a diverse and inclusive workforce

Meet Your Facilitator



KERRI WELLINGTON

Human Resources and Training Consultant
Wellington Consulting

Kerri Wellington is a highly experienced Human Resources and Training Professional who specialises in developing and supporting emerging leaders and managers to develop and maintain an effective, productive and healthy workplace.

She has worked with a variety of SMEs and government agencies, including not-for-profits and blue-chip organisations.

In addition to her over 10 years of experience as a Human Resources Manager, she is an experienced conference facilitator, keynote speaker and trainer.

Her experience is supported by a Graduate Certificate in Human Resource Management, Diploma of Vocational Education and Training, Diploma of Training Design and Development, and Diploma of Quality Auditing.

Kerri is a very personable and energetic presenter who engages with her audience in a relaxed and interactive manner to enhance learning and encourage active questioning.

Preparation

This workshop is highly interactive with group activities and discussions throughout. Come prepared with some current challenges you are facing in your organisation.

To participate you'll need:

- A computer with camera and microphone
- Strong internet connection
- Quiet, well-lit space
- Current challenges you are facing

Register Early & Save

Extra Early Bird	Early Bird	Standard Price
Register by 11 th Aug	Register by 08 th Sep	Register by 16 th Oct
\$795 + GST	\$995 + GST	\$1,195 + GST
Save \$400	Save \$200	-

CLICK HERE TO REGISTER

*Group Discounts Available - Contact Registration at registrations@publicsectornetwork.com or Call on **(02) 9057 9070**

10:00am Welcome and Introduction

10:15am Introduction to Diversity

What is Diversity and what does it mean in the workplace?

- Understanding different types of diversity and the challenges posed
 - Understanding the positive impacts of diversity in the workplace
 - Understanding the legal implications of EEO
-

11:00am Break

11:10am Preparing to Recruit

- The importance of a robust Position Description
 - How to write a robust Position Description
 - Confirming mandatory and flexible selection criteria
 - Considering ways to accommodate special needs
-

11:50am Lunch

12:20pm Developing the Job Advertisement

- What needs to be included
 - How to use words to encourage applicants from diverse backgrounds
 - Where and how to advertise vacancies
-

01:05pm Processing Applications

- How to use impartial selection criteria
 - How to 'read between the lines' of resumes and cover letters
-

01:50pm Break

01:55pm Managing Applications

- How to effectively conduct a telephone screening
 - What you can and can't ask
 - Narrowing down to an interview shortlist
-

02:25pm Reflections and Closing remarks

02:30pm End of Day 1

10:00am Welcome and Recap

10:15am The Interview

- The structure of an effective interview
- Asking the tricky questions
- Getting the information, you need to make an unbiased and informed choice

11:00am Break

11:10am Starting off the right way

- How to prepare for the new employee
- The importance of a positive welcome
- Supports available to the organisation
- What needs to be included in an induction

12:10pm Lunch

12:40pm Providing Ongoing Support

- How and when to check in
- Managing the Probation Process in fair and ethical manner
- Legal and ethical obligations

01:05pm Break

01:55pm Staff Retention

- Creating an Inclusive Culture
- Promoting awareness and understanding within your workplace
- Rewards and recognition
- Measuring the success of your recruitment practices

02:15pm External Resources

- Organisations, agencies and publications for the latest trends and best practice information

02:20pm Closing Remarks and Questions

02:30pm End of Day 2

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