



Inclusive Recruitment and Retention

TRAINING

Building bridges for a more equitable workforce



Facilitated by
PRIYA SODHA
Executive Trainer & DEI professional

Online

Thursday, April 11 & 18, 2024



Overview

As a recruitment and talent management specialist in the public sector, you are well aware of the unparalleled benefits of an inclusive and diverse workforce. From improving policy outcomes, delivery better services and building public trust. In addition, diverse and inclusive workplaces also offer higher retention and productivity.

Diversity is a lot more than representation; the workplace needs to foster and enable inclusivity from the recruitment stage. The challenge lies in developing and executing inclusive recruitment practices and campaigns.

Our Inclusive Recruitment and Retention training is the place to be. 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



Facilitated by
PRIYA SODHA
Executive Trainer & DEI professional

Priya Sodha, Executive Trainer & DEI professional, has been facilitating transformational workshops and trainings for over 10 years. Priya specializes in leadership development, communication, diversity, equity and inclusion, and people-focused leadership; and is passionate about this work because she truly believes in human connection. Priya has served as a DEI Coach, trainer & consultant for companies such as BetterUp, Assemble, NPower, California Rec & Park and more.

Prior to corporate training, Priya earned her Master's in Organizational Change Management at The New School, in New York City and a BA in Sociology at California State University of Long Beach, where she specialized in interaction and group relations. Her work has led her to serving as an Executive Director for the Youth Business Alliance & Director of DEI at a California based Community College.

Priya is a Certified Professional Group Coach and holds a certificate in Diversity, Equity, and Inclusion from Muma College of Business. She is also an active #IamRemarkable Facilitator, a Google initiative where she speaks on the topic of self-promotion in the workplace and most recently spoke at The Women of Silicon Valley Conference on DEIB in the workplace. In her most recent work with education-based colleges in CA, she was highlighted as a trainer “who cares her participants, which is seen through her engaging content and applicable activities during her sessions.”

Priya currently lives in Southern California. Fun fact: When Priya is not working, you can find her teaching Zumba/Yoga.

Preparation

This training session is highly interactive with group activities about and discussions throughout. Come prepared with some current challenges you are facing in your organization.

To participate you'll need:

- Computer with a camera and microphone
- Strong internet connection
- Quiet, well-lit space
- An open mind and readiness to engage both internally and in groups



11:00am ET **Welcome and Introduction**

- 11:15am ET** **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
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11:45am ET **Break (and Optional Break Activity)**

1:30pm ET **Return to Overview of Activity**

- 1:40pm ET** **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
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- 2:10pm ET** **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
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- 2:35pm ET** **Processing Applications**
- How to use impartial selection criteria
 - How to ‘read between the lines’ of resumes and cover letters
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- 3:05pm ET** **Managing Applications**
- How to effectively conduct a telephone screening
 - What you can and can’t ask
 - Narrowing down to an interview shortlist
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3:35pm ET **Reflections and Closing Remarks**

4:00pm ET **End of Day 1**

11:00am ET **Welcome and Recap**

11:15am ET **The Interview**

- The structure of an effective interview
 - Asking the tricky questions
 - Getting the information, you need to make an unbiased and informed choice
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12:00pm ET **Break**

12:10pm ET **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
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12:50pm ET **Lunch**

1:25pm ET **Providing Ongoing Support**

- How and when to check in
 - Managing the Probation Process in fair and ethical manner
 - Legal and ethical obligations
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2:00pm ET **Staff Retention**

- Creating an Inclusive Culture
 - Promoting awareness and understanding within your workplace
 - Rewards and recognition
 - Measuring the success of your recruitment practices
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2:20pm ET **External Resources**

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

2:45pm ET **Closing Remarks and Questions**

3:00pm ET **End of Day 2**
