



615-900-1000

Hire Hard, Manage Easy- Creating an Effective Selection Process & Developing Your Future Talent

CE: None

1-day

OE: None

Class Date/ Location:

6/5 Murfreesboro

Many hiring managers don't have a systematic approach to the hiring process; therefore, they are more likely to make a bad hiring decision. They haven't prepared, there is no clear process, they don't have well thought out questions to ask, they don't have follow-up questions, and they haven't reviewed the resume prior to the interview. Having a focused selection system will enable your company to make the right hiring decision when looking for candidates to fill positions. The selection of a new team member is a major investment for our organization. Developing and maintaining a selection system that yields solid returns; such productive and satisfied employees is critical to reducing turnover.

Companies today are dealing with the loss of valuable leadership at every level in the organization. As the "Baby-Boomers" are reaching retirement age every day, companies have to figure out a way to replace the knowledge and skills that are walking out of the door. Business succession planning is essentially preparing successors to take on vital leadership roles when the need arises. It is essential to the long-term survival of a company. Every company should have a form of succession planning in its portfolio as it is not the expected absences that can cripple a company, but the unexpected ones.

Cost: \$185 TAUD Member
\$370 Non-Member

Time: 8:30 am -4:00 pm

Questions:

Brent Ogles

brentogles@taud.org

615-900-1011

Instructor(s): Roberta Pettis-UT Center for Industrial Services

ONE REGISTRANT PER PAGE

Name _____

System/Company Name _____

Address _____

City _____ State _____ Zip Code _____

Phone (____) _____ - _____ E-mail _____

Credit Card #: _____ Amount: \$ _____

Exp Date: ____/____ Card Holder Name: _____

Billing Address: _____

Zip: _____ Signature: _____

Fax # or email for receipt: _____

Submit with payment to:

TAUD Training Station

P.O. Box 2529

Murfreesboro, TN 37133

Fax: 615-898-8283

*We accept VISA, AMEX,
Discover & MasterCard*

REFUND POLICY: Payment for the class is preferred in advance of the scheduled class date. If cancellation is necessary, refund requests submitted in writing (e-mail, fax or letter) will be processed as follows: 15+ days prior - Full refund less any materials mailed. 5 - 14 days - Half payment less any materials mailed. Less than 5 days - No refund - another person may substitute. **If payment has not been received and cancellation is not requested prior to the date of the class, TAUD will invoice the registrant for the full amount of the class.**