

# Talent Acquisition and Development

Title	Duration (minutes)	Author	Course Description
• Hiring Right First Time	15	The Access Group	Designed to help interviewers with the hiring process, this course covers how to prepare for an interview, including the consideration of essential and desired criteria, how to start an interview and the types of questions to ask as well as what to do once the process is concluded.
• Inclusive Recruiting (UK)	20	Kallidus	Explore how to make objective decisions about candidate applications.
• Conducting Job Interviews	43	Skilla	Do you regularly have to interview for new staff but feel the need to brush up your style? Or maybe you only interview candidates occasionally, and need to look at your interview techniques in depth? This course will help you learn the ropes.
• Effective Interviewing (UK)	20	Kallidus	Learn how to enhance your skills as an interviewer.
• Appraisal Interviews	15	The Access Group	An appraisal interview presents an opportunity for appraisees to clarify anomalies in their job descriptions, review their performance and resolve work-related problems. This course explores how to prepare for the appraisal interview, what types of questions to ask and what to consider moving forward.
• Talent Management	40	The Access Group	This course introduces the key elements of talent management, what it is and why it is important.
• Attracting and Retaining Talent in Your Business	25	Skilla	In this course, you will see how, from the moment of selection, it is essential to know how to research the right overall fit for the individual and organisation. You'll reflect on the importance of the policies of employer branding, as well as the need to always renew the psychological contract between the person and the organisation.
• Fostering Intercultural Skills	17	Skilla	The world is increasingly connected, distances are getting shorter and it's no longer so strange to meet people from distant countries. In this course, you will find out how to have an empathic attitude when encountering cultures different from your own so you can deal with them in the best possible way!
• An Individual Development Plan	18	Skilla	"Ah, if only I were faster!" "If only I had a better memory!" "If only I could speak French really well..." I'm never going to succeed!" Unless... In this course, you will find a guide to organising a development plan for yourself and for your work group, so you can start to see results right from the start.
• Recruitment and Selection: An Introduction	25	VinciWorks	Featuring experts from the world of recruitment, diversity, and inclusion, this course provides an introduction to optimising your recruitment processes all the way from the first job advert to interviews, assessment and selection, and examines some key legal considerations for employers in the UK.