

Workshop Objectives

Upon completion of this workshop, participants will be able to:

- Identify the recruiting and selection practices that differentiate high-performing field leaders from their lower-performing peers, including specific practices in:
 - Recruiting processes
 - Candidate profiles
 - Primary recruiting sources
 - Secondary recruiting sources
 - Selection processes
 - Screening tools
 - Tools to determine a candidate’s fit, willingness and ability
- Apply these best practices through:
 - Completing assessments of their current recruiting and selection practices
 - Identifying and prioritizing changes to improve their recruiting and selection process

Workshop Agenda

Time	Activity/Topic	Materials
8:00 – 8:30 am	Welcome and Introduction	
8:30 – 9:45 am	Segment 1: Recruiting Overview (Chapter 1) Candidate Profile (Chapter 2)	Worksheets 1 & 2 Action Plans 1& 2
9:45 – 10:00 am	Break	
10:00 – 11:00 am	Segment 2: Primary Recruiting Sources (Chapter 3)	Worksheet 3 Action Plan 3
11:00 – 12:00pm	Segment 3: Secondary Recruiting Sources (Chapter 4)	Worksheet 4 Action Plan 4
12:00 – 1:00 pm	Lunch	
1:00 – 2:00 pm	Segment 4: Selection Overview (Chapter 5)	Worksheet 5 Action Plan 5
2:00 – 3:00 pm	Segment 5: Screening Tools (Chapter 6)	Worksheet 6 Action Plan 6
3:00 – 3:15 pm	Break	
3:15 – 4:30 pm	Segment 6: Tools to Assess Fit, Willingness and Ability (Chapters 7 and 8)	Worksheet 7 or 8 Action Plan 7 or 8
4:30 – 4:45pm	Conclusion	
4:45 – 5:00 pm	Summary/Wrap-up	Evaluation forms