

Course L049: Applying Equal Opportunities in the Workplace

COURSE DURATION:

50 minutes

TARGET AUDIENCE:

- Managers
- Supervisors
- HR staff

AVAILABLE IN:

- Audio
- Non-Audio

DELIVERED VIA:

- Intranet
- Internet
- CD Rom

Recruitment and Selection

Recruitment is a time-consuming business that represents a significant cost to any organisation. It makes sense, therefore, to prepare well and make sure that, at each stage of the process, real benefits result.

This course enables learners to build the principles of equal opportunity and diversity into their recruitment and selection processes. Consequent benefits include improved retention, reduced recruitment time and costs, increased motivation and fewer disciplinary issues.

Course Content

- Equal opportunity in recruitment and selection
- Direct and indirect discrimination
- Sex, race, disability and age discrimination
- Genuine Occupational Requirements
- Applying equal opportunity to the recruitment process

