



# Inclusive Recruitment and Hiring Syllabus

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## OVERVIEW

This workshop equips participants with knowledge to build diverse teams with enhanced abilities to be creative and innovative at work.

**FORMAT** Face-to-Face or Online

**LEVEL** Intermediate

**LENGTH** 2 hr, half-day, full-day

**PARTICIPANTS** 8 min, 20 max

**INVESTMENT** From \$2000

## DESCRIPTION

Inclusive recruitment is a core skill for managers and HR teams. Your ability to recruit and inclusively select talent directly impacts the quality and diversity of your talent. Managers and HR staff need to understand the nuances of recruiting for cultural add to impact employee engagement and retention positively.

## OUTCOMES

Help mitigate the impact of bias in recruitment through an inclusive recruitment strategy. Through strategic inclusion, workplaces engage in hiring practices that help to attract and retain diverse talent.



**Attract  
Qualified  
Diverse Talent**



**Foster An  
Inclusive  
Workplace**



**Increase  
Employee  
Retention**

## OBJECTIVES

- The legal context of effective recruitment preparation and sourcing diverse talent pools.
- Importance of inclusive language in job descriptions and selection criteria.
- Reducing bias in the hiring process.
- Inclusive job offers and post-interview considerations.



**DIVERSITY FOCUS**  
research | consulting | training

(+61 8) 6118 8240

[admin@diversityfocus.com.au](mailto:admin@diversityfocus.com.au)

[www.diversityfocus.com.au](http://www.diversityfocus.com.au)