



Recruit Right **Involving people with learning difficulties in recruitment**

Thursday 3rd April and
Thursday 10th April 2014
9.30 AM → 4.00 PM

'Recruit Right' is a training course for staff to involve people with learning difficulties in the recruitment process effectively.

You can attend both days of the training or 1 day.

Day 1 – How to involve people with high support needs in recruitment

The training covers -

- Using skills matching to write job descriptions and person specification
- Writing personalised job adverts
- Finding alternative ways to involve people in recruitment

Day 2 – How to involve people with learning difficulties in interviewing

- Supporting people to write interview questions from a person specification
- Preparing people to interview fairly
- Supporting people to mark candidates answers
- Supporting people to keep interviews confidential

Book on this training for £70 per person, per day

A light lunch will be provided.

To book on this training please fill out the booking form on the other side and return to –

Connect in the North, Bridge House, Balm Road,
Leeds, LS10 2TP or email sarah@citn.org.uk

Connect in the North ☎ 0113 270 3233 sarah@citn.org.uk



Course Booking Form

Which day(s)		
Course cost	£140 / £ 70	
Name		
Organisation		
Work address		
Work e-mail address		
Contact telephone no. (in case of emergency cancellation)		
Accessibility requirements		
Contact name for invoice (if different)		
Contact e-mail for invoice (if different)		
Address for invoice (if different)		
Purchase order no (if used)		
Please tick ✓ one of the following	My workplace is paying for the course and I have my manager's authorisation for an invoice to be sent	
	I am paying for the course myself and I have enclosed a cheque	
Mailing List: If you would like to be added to our mailing list and kept informed of future courses, please indicate here: YES / NO* (* delete as appropriate)		
Date:		

Payment: Please enclose a cheque, payable to '**Connect in the North**', for the cost of training. or, an invoice will be issued, the terms of which will be 7 days.

Cancellation: In case of cancellation, the full fee (**minus a £25.00 administration fee**) will be **refundable up to 14 days prior** to the training. **Cancellation after 14 days will incur full payment.** We appreciate that occasionally staff cannot attend at short notice and a replacement delegate is not available or appropriate. However we ask the delegate's organisation to cover this cost so that we can keep course fees as low as possible.

By submitting this form you are agreeing to these terms and conditions.

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