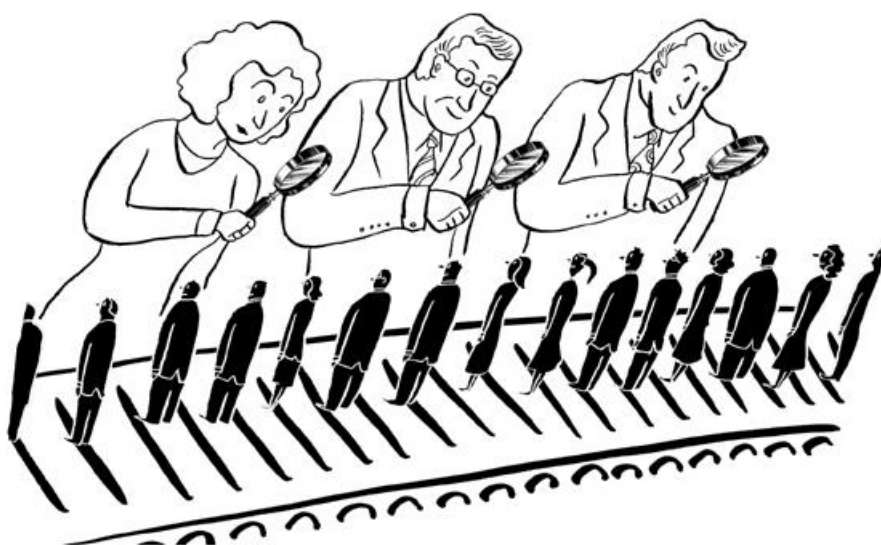


# Choosing the Right People

Recruiting the best talent



One-week professional development workshop  
18 to 22 November 2019



BRITISH ACCREDITATION COUNCIL  
ACCREDITED SHORT COURSE PROVIDER

PAI is accredited by the  
British Accreditation Council  
for Independent Further and Higher Education

### About the workshop

Our workshop, which is held in London, uses the experience in the UK and internationally to focus on:

- The process of managing a fair and open recruitment and selection system
- The variety of recruitment processes into the civil and public service and approaches to identifying talent
- The process for selection, including the skills for interviewers to make fair and best decisions
- Civil service and HR reform and improving capability of civil servants.

The practical issues surrounding the recruitment, selection and development of civil and public servants will be covered, as will the main themes being addressed in the UK Government's programme of reforming and modernising the UK Civil Service, including the developments in Human Resources (HR) Transformation.

### Who is it for?

Good recruitment principles apply in all countries. The workshop is designed to meet the needs of senior policy makers and managers and their senior staff, HR managers and others involved in recruiting and selecting staff. It will also be relevant for people responsible for improving civil service efficiency, effectiveness and performance in their respective public services.

### How participants will benefit

The workshop will:

- Enable you to consider the selection cycle and understand in depth the stages and the requirements of HR managers and other staff at each step of the cycle
- Give you an opportunity to explore the work of the UK Government's Civil Service Resourcing, Ministries and Agencies responsible for civil and public service recruitment and selection
- Provide a forum for you to review and improve your approach to selection and recruitment and attracting talent
- Explore the UK approach to modernising HR and improving the effectiveness of the civil and public service
- Encourage you to share your own experiences, learn about others' approaches, review your own challenges and prepare an action plan to meet those challenges.

*"As I'm new to HR it gave me a vast amount of knowledge and a great amount of ideas to take back home!"*

Megan Middleton

Human Resources Advisor

The Falkland Islands Government

*"Very though provoking, great ideas shared to help with system gaps in the Turks and Caicos Islands."*

Keisha Bonita Taylor

Human Resource Manager

Office of the Deputy Governor, Turks and Caicos Islands

What the workshop will cover

The workshop will include presentations and discussions, and involve sessions with HR practitioners providing centralised recruitment and selection support and others concerned with managing selection and recruitment in central Government Ministries and public service organisations.

The workshop will also include visits to key relevant institutions and will provide ample opportunity for you to share your own experiences and to speak directly to those responsible for recruitment policies and decisions.

We will include practical skills development with mock interview practices and feedback sessions.

You will be invited to give a brief presentation about your selection and recruitment processes and to complete a pre-workshop questionnaire, so a small amount of preparation will be needed.

Programme outline

	AM	PM
Day 1	Welcome and introductions Overview of entry processes to the UK Civil Service Participants’ informal presentations	<ul style="list-style-type: none"><li>• Civil service reform</li><li>• Civil service professions and competence framework</li></ul>
Day 2	Recruitment and selection in the UK Civil Service <ul style="list-style-type: none"><li>• Principles</li><li>• Processes</li></ul>	Developments in HR globally HR transformation <ul style="list-style-type: none"><li>• Next generation HR in the civil service</li></ul>
Day 3	Assessment centres <ul style="list-style-type: none"><li>• Design, principles and testing</li><li>• Public/private sector comparisons</li><li>• View from an occupational psychologist</li></ul> Selection stages <ul style="list-style-type: none"><li>• Job descriptions and matching to competences</li><li>• Job adverts and entry requirements</li></ul>	<i>Visit to Civil Service Resourcing – the Fast Stream/ Apprenticeships Team</i> <ul style="list-style-type: none"><li>• Role and functions</li><li>• Fast stream recruitment processes</li><li>• Testing and mapping competences</li><li>• Recruiting apprentices</li></ul>
Day 4	<i>Visit to a central Government Ministry Human Resources Department or Civil Service Resourcing senior recruitment team</i> <ul style="list-style-type: none"><li>• The skills and process of interviewing</li><li>• New approaches to recruitment</li></ul>	Selection interviewing <ul style="list-style-type: none"><li>• Panel members’ roles</li><li>• Skills of interviewing</li><li>• Spotting talent</li><li>• Practice and feedback</li></ul>
Day 5	<ul style="list-style-type: none"><li>• Appointing the best candidate – references, salary and start date</li><li>• Induction</li><li>• The 90-day plan for senior staff</li><li>• Developing talent</li><li>• Presentations by participants</li></ul>	Review and closure <ul style="list-style-type: none"><li>• Concluding discussions</li><li>• Participants’ action planning</li><li>• Review, feedback and scope for follow-up</li><li>• Presentation of certificates of attendance</li></ul>

We reserve the right to change the programme as necessary.

### Language

The workshop is conducted in English. You will need to have a good working knowledge of the language.

### Location and arrival arrangements

The workshop is based in central London. We can arrange travel to and from one of the London airports into central London if you let us have your flight details in good time. The cost of airport transfers is included in the fee.

### Fees

The fee for the workshop will be £2,150. It includes tuition, travel to and from the airport in London, travel on scheduled visits which form part of the programme<sup>1</sup>, presentation material and other documentation. It also includes a sim enabled Android tablet for you to use during the workshop and take home with you. We also provide a light lunch and refreshments during each working day as part of the fee.

### Other costs

Airfares and daily travel to and from the workshop venue are not included. Our workshops are non-residential and you are responsible for your accommodation costs. We can help you with booking hotel accommodation so please let us know if you would like us to advise you or make a reservation. We suggest that you should allow approximately £160 per day for a modest standard of hotel (for example, three-star), local travel in the UK, meals (apart from a light lunch on working days) and other incidental expenses.

### Value Added Tax

We do not have to charge UK Value Added Tax (VAT) if you can provide written confirmation from your government or its accredited representative that you are “employed by the government in furtherance of its sovereign activities”. In all other cases, we will have to charge VAT (currently 20%) in addition to the fee.

### Ways to pay

You, or your government agency, can pay by bank transfer or by cheque, made payable to Public Administration International. We also accept payment by credit or debit card but there is a surcharge for this way of paying. Please contact us if you would like to pay by credit or debit card.

### Discounts

We offer a 10% reduction on the full tuition fee if we receive payment no later than 21 days before the first day of the workshop. If we receive payment after that, we will charge the full tuition fee.

### Cancellation

If you have to cancel your booking, you must let us know in writing and we will acknowledge in writing your cancellation.

### Substitutions and transfers

If you have booked a place on a workshop and are not able to attend, we will accept an appropriate substitute at any time without penalty, but our normal terms and conditions apply. Also, it is possible to transfer to a future workshop, but only one transfer is permitted. Please get in touch with us and we will advise you about transfers.

*Please see our website for our full terms and conditions. If you prefer a hard copy of our full terms and conditions, please let us know.*

<http://www.public-admin.co.uk/terms-and-conditions-for-booking/>

### Insurance

We advise you to arrange travel and health insurance cover before you leave your home country.

---

<sup>1</sup>Travel to and from the airport in London and travel on scheduled visits during the workshop are provided at cost.

### Workshop Director

The Workshop Director will be Janet Waters. Organisational development, HR and learning and development were the specialisms of Janet's career in the UK Civil Service. Her experience included leading large teams of trainers in various UK Ministries and working as a senior HR professional. She regularly recruited staff into her teams and trained others to manage the selection and recruitment process in most Ministries. She worked for the Cabinet Office, the Ministry of Justice and the Home Office and led the Centre for Strategic Leadership and the International Consulting Team at the National School of Government.

Janet works as a consultant in the public and private sector and speaks regularly about the UK Civil Service to international delegations.

### Who we are

PAI (Public Administration International) specialises in management consultancy, training and development services for organisations in, and associated with, the public sector worldwide. We provide advice and support for governments going through political, economic, structural and legislative change. Our extensive network of associates includes practitioners, academics and independent consultants. Our key objectives are promoting good governance and good practice in delivering public services. This workshop is one of a number of specialist UK-based professional development workshops designed to meet the needs of public services worldwide.

We pride ourselves on our:

- High quality, practical advice and support for our clients
- Professionalism and integrity
- Ability to offer excellent value for money
- Sound experience and track record internationally
- Networks and partnerships across the world
- Flexible, collaborative approach
- Friendliness and focus on putting people first.

### How to apply

Please complete the PAI application form and post, fax or email it to Clare Walters, Programme Manager at the address on the bottom of the page.

You can also apply online via our website: [www.public-admin.co.uk](http://www.public-admin.co.uk)

If you would like to discuss this workshop, any of our other international workshops or our consultancy services, please contact Claire Cameron, Director.

We also have extensive experience of designing tailor-made training (from one day to two or three weeks) which can be run in your own country or in the UK to meet the specific needs of groups or individuals at all levels within your organisation. Please contact us if you would like further information.

### Where we are



### Public Administration International

56 Russell Square London WC1B 4HP UK

T: +44 (0) 20 7580 3590 F: +44 (0) 20 7580 4746 E: [pai@public-admin.co.uk](mailto:pai@public-admin.co.uk)