informatech

HUMAN RESOURCES AND TRAINING | HRT-044

Certified Talent Acquisition Professional

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Course content

Why Attend

Why Attend Talent acquisition is a strategic function that helps organizations attract, select, and retain the right people to achieve business success. This course provides participants with practical tools and modern recruitment strategies to build strong talent pipelines, improve hiring quality, enhance candidate experience, and support workforce growth.

Course Methodology This course uses an interactive and practical approach through presentations, case studies, group discussions, recruitment simulations, interview practice, sourcing exercises, and real workplace examples.

Course Objectives

- Understand modern talent acquisition strategies
- Build effective recruitment and sourcing plans
- Improve candidate attraction and employer branding
- Conduct professional screening and interviewing
- Enhance hiring quality and speed
- Develop talent pipelines for future needs
- Use recruitment metrics and analytics
- Build a strategic talent acquisition framework

Target Audience

- Recruitment Professionals
- Talent Acquisition Specialists
- HR Professionals
- HR Managers
- Hiring Managers

Course content

Target Audience

- Workforce Planning Staff
- Anyone involved in recruitment and hiring decisions

Target Competencies

- Talent Sourcing
- Interviewing Skills
- Candidate Assessment
- Employer Branding
- Recruitment Planning
- Negotiation Skills
- Data Analysis
- Relationship Management

Course outline

Day 1: Introduction to Talent Acquisition

- Role of talent acquisition in business success
- Recruitment vs talent acquisition concepts
- Current hiring market trends
- Workforce planning and hiring needs
- Building talent acquisition strategies
- Common recruitment challenges and solutions

Day 2: Sourcing and Candidate Attraction

- Creating sourcing strategies

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Course outline

- Job advertising best practices
- Social media recruitment methods
- Building employer brand awareness
- Talent pipeline development
- Engaging passive candidates

Day 3: Screening, Interviewing and Selection

- CV screening techniques
- Pre-employment assessments
- Structured interviewing methods
- Behavioral interview questions
- Candidate evaluation and scoring
- Fair and consistent selection decisions

Day 4: Offer Management and Candidate Experience

- Preparing competitive job offers
- Negotiation techniques with candidates
- Managing offer acceptance process
- Improving candidate communication
- Building positive candidate experience
- Reducing offer rejection rates

Day 5: Metrics and Strategic Recruitment Success

- Key recruitment KPIs
- Time to hire and cost per hire analysis

Course content

Course outline

- Quality of hire measurement
- Continuous improvement in recruitment
- Future trends in talent acquisition
- Final workshop: Build a talent acquisition plan

Seminar dates

Available seminar dates

Live dates and pricing for Certified Talent Acquisition Professional generated from the course details page.

Date	Location	Format	Fee
16 - 20 November 2026	Paris - France	Classroom	**€3,600.-**
7 - 11 December 2026	Munich - Germany	Classroom	**€2,760.-**
21 - 25 December 2026	London - U.K	Classroom	**€3,400.-**
11 - 15 January 2027	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
8 - 12 February 2027	London - U.K	Classroom	**€3,360.-**
8 - 12 March 2027	Barcelona - Spain	Classroom	**€3,080.-**
12 - 16 April 2027	Munich - Germany	Classroom	**€3,400.-**
10 - 14 May 2027	London - U.K	Classroom	**€3,360.-**
14 - 18 June 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
12 - 16 July 2027	Paris - France	Classroom	**€3,600.-**
9 - 13 August 2027	Munich - Germany	Classroom	**€3,400.-**
13 - 17 September 2027	London - U.K	Classroom	**€3,360.-**
11 - 15 October 2027	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
8 - 12 November 2027	London - U.K	Classroom	**€3,360.-**
13 - 17 December 2027	Barcelona - Spain	Classroom	**€3,080.-**

Live online option	Online delivery is available at €1,850.-.