



Recruiter Academy Certified MENTOR Program

Since 1997, our renowned Recruiter Academy Education & Development Solution has educated thousands of Recruiters and Mentors worldwide.

► HOW THIS EDUCATION PROGRAM IS DIFFERENT

It takes commitment, dedication and hard work to become an 'Elite' Mentor.

Shifting priorities, large requisition loads and difficult to please hiring managers often create a culture that spends too much time on 'firefighting' and not enough time on proactive, performance improvement initiatives. Our Recruiter Academy Certified Mentor Program will provide realistic strategies for recruitment leaders to create a culture excited about performance improvement and lifelong learning.

► BENEFITS OF ATTENDING RECRUITER ACADEMY CERTIFIED MENTOR PROGRAM

- Provides recruitment supervisors with a self-directed coaching and mentoring system to assist in transfer of knowledge, behavior modification, implementation and continuous improvement.
- Outlines the competencies and skills of 'Elite' recruitment business partners and sourcing specialists.
- Provides assessment techniques (based on competency and skill models) to ensure you have the 'right person in the right chair.'
- Learn how to develop a culture passionate about continuous improvement and life-long learning.
- Implementation of a positive 'Management by Metrics' quarterly, continuous improvement methodology.
- Development of a motivating, autonomous, quarterly/weekly/daily, continuous improvement management system.
- Creation of motivational contests to support behavior modification process and avoid 'Recruiter's Rut.'
- Become a Recruiter Academy Certified Mentor. 

PRE-REQUISITE: COMPLETION OF RECRUITER ACADEMY CERTIFIED RECRUITER PROGRAM.

- ✓ Participate in all mentor/coaching activities as outlined during the program.
- ✓ Complete all mandatory exercises and retention quizzes.

COURSE MODULES

All four 90-minute sessions will be recorded and available to any student who is unable to attend.

1. Developing An 'Elite' Recruitment Organization
2. Becoming An 'Elite' Mentor And Coach: Best Practices
3. Mentoring Recruiters Through The Certification Process: Behavior Modification Best Practices
4. Avoiding 'Recruiter's Rut': Creating a Culture Passionate About Execution and Lifelong Learning



- **PRICING** is \$595 per person.

For the current program schedule, please contact: info@leanhumancapital.com



Recruiter Academy Certified MENTOR Program

4 LIVE SESSIONS - 90 MINUTES EACH

1 DEVELOPING AN 'ELITE' RECRUITMENT ORGANIZATION

Overview: During this session, we will discuss best practices and common success attributes of 'Elite' Recruiters. We will provide mentors with a tool kit to perform a 360-analysis of their current staff and develop competency and skill models to recruit and hire future 'Elite' Recruiters. We will also discuss three essential characteristics of high performing recruitment organizations.

ACTION ITEMS:

- ▶ Perform a 360-analysis of all recruitment staff. Perform self-assessment of your current organization rated against the three characteristics of high performing recruitment organizations.

2 BECOMING AN 'ELITE' MENTOR AND COACH: BEST PRACTICES

Overview: We will review best practices from leading experts on personal achievement, motivation and organization development to equip recruitment leaders with methodologies, tools and techniques to effectively coach and mentor their teams. Topics covered will include:

- Mentoring and Coaching by Fact and Data.
- Key metrics to assess team and individual performance and develop performance improvement plans.
- Using metrics to manage client satisfaction.
- Management by Observation
- Review Client/Candidate Intake Sessions, Candidate Prep/Debrief session and Career Comparisons.
- Management by Example
- Perfect Week Meetings & Huddles

ACTION ITEMS:

- ▶ Create a project plan to ensure that the activities mentioned above are performed.
- ▶ Create a best practice team and individual scorecard.
- ▶ Start conducting Perfect Week Meetings & Huddles.

3 MENTORING RECRUITERS THROUGH THE CERTIFICATION PROCESS: BEHAVIOR MODIFICATION BEST PRACTICES

Overview: In this session, we will review the Recruiter Academy Certification Program module by module to ensure coaches/mentors know their role in the behavior modification life-cycle process. We will also discuss how to develop, review and constructively critique Quarterly Deployment Plans and the significance of weekly/halftime 'check-in' reminders.

ACTION ITEMS:

- ▶ Review and critique five recruiter Quarterly Deployment Plans and send to Recruiter Academy Certified Instructor for review.
- ▶ Pre-plan quarter to ensure 'check-in' reminders are completed.

4 AVOIDING 'RECRUITER'S RUT': CREATING A CULTURE PASSIONATE ABOUT EXECUTION AND LIFELONG LEARNING

Overview: We will discuss five keys to avoiding 'Recruiter's Rut' and how recruiters can maintain intensity day-to-day. We will provide specific examples of 'Move the Needle' contests that will inject fun back into the daily life of the recruiter. Contest examples include:

- The Recruiter Decathlon
- Number of referrals from IQing employees.
- Number of names from IQing candidates.
- Attention Grabber Contest
- Blitzin contest

ACTION ITEMS:

- ▶ Develop a strategy to incorporate the five keys for avoiding 'Recruiter's Rut' into your coaching routine.
- ▶ Implement 2-3 'Move the Needle' contests quarterly.