

A man with grey hair, wearing a dark suit, white shirt, and light blue striped tie, is seated at a desk. He is looking down at a document he is holding in his hands. In the background, two other people are partially visible, one with dark hair and one with blonde hair, both appearing to be working at a computer. The office environment is bright and modern.

Program Overview

Certified Recruitment Analyst

handover

Efficiency ... from Hire to Retire

Handover Consulting ...

“Handover Consulting was initiated to partner with companies across the Middle East and provide them with unique and competitive consulting solutions to address their Recruitment and Human Resources challenges. Our team of specialists has been engaged with a number of multinational, regional, and local establishments and accordingly bring along solid operational and consulting capabilities in their areas of expertise.

Our vision for Handover Consulting is to become one of the leading and trusted consulting partners in Recruitment and Human Resources serving small, medium, and enterprise firms across the Middle East.

We would be honored to have the opportunity to be part of your successful future and for you to be part of our successful stories. We would love to provide you with more details on our services.

Please do not hesitate to contact us for further details or enquiries.”

Ali S. AlJa'bari
Founder and CEO



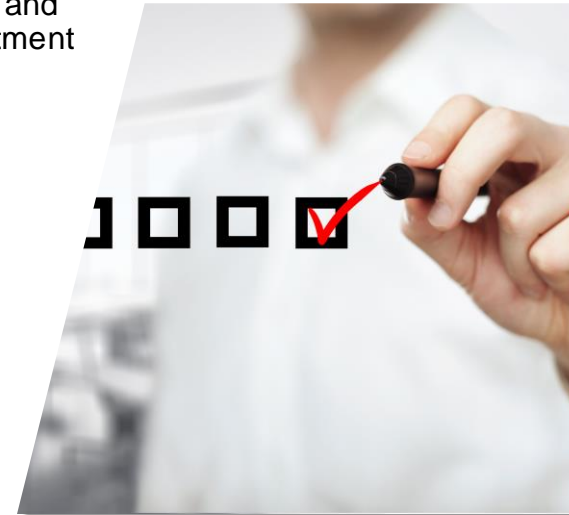
Program Highlights ...

- **Program Overview:** The Certified Recruitment Analyst (CRA) program aims at educating and coaching (with practical examples) participants about different aspects related to Recruitment including understanding Competency requirements, Sourcing strategies, and Screening and Interviewing techniques. At the end of the program you will be able to conduct an effective Recruitment process from the Sourcing stage until the Hiring stage.
- **Simple Certification Process:** The program comprises of 2 days of training workshop on the concepts and approaches related to Recruitment. Afterwards, participants are requested to apply the learned concepts and approaches into a practical project which upon successful evaluation would qualify them with the internationally recognized title Certified Recruitment Analyst (CRA).
- **Delivered by HR SME Consultants:** The program is delivered by extensively experienced HR Consultants of **Middle Earth HR**, one of the largest specialist training, education and knowledge support companies for HR professionals worldwide and is considered to be the world's 7th largest HR Training firm.
- **International Accreditation:** The Certified Recruitment Analyst (CRA) certificate is internationally accredited by **Carlton Advanced Management Institute (CAMI)**, a global research body operating in the United States with the objective of conducting researches and development of special subjects in Human Resources.



Advantages of the program ...

- **Comprehensive Course Material:** During the program you will be provided with a comprehensive information packed courseware which will be easy to re-use, reference, and share at the workplace or at home.
- **Networking Opportunity:** The program will be attended by many senior and junior HR professionals from various locations and industries. During the program, you will have the opportunity to network with these HR professionals and understand Recruitment issues and practices used in their environment.
- **Consulting Opportunity:** As the program will be delivered by extensively experienced HR Consultants, you will have the opportunity to discuss, consult, and relate to Recruitment issues at your work place and understand how such issues would be resolved.
- **Learning Best Practice Approaches:** Throughout the program, you will have the opportunity to learn various concepts related to Recruitment as well as best practice approaches on how to conduct effective interviews.
- **Professional Branding:** After successfully completing the program, you will have the opportunity to brand yourself with the title Certified Recruitment Analyst (CRA).
- **HRCI Re-Certification Credit:** the Certified Recruitment Analyst program has been pre-approved by HRCI for recertification credit hours. You can utilize the Certificate of Attendance to claim credit hours for the recertification of any of HRCI's certificates (aPHR™, PHR®, PHRca®, SPHR®, GPHR®, PHRi™, SPHRi™).



A simple and practical certification program ...

- The program is designed in a simple approach which ensures educating participants with the subject's concepts and best practices and testing their understanding through their successful completion of a practical project.

Training Workshop

- 16 hours of training workshop (2 full training days).
- The Course Outline, highlighted in the next slide, will be delivered in the workshop
- Practical examples will be provided throughout the workshop.
- Team activities will be assigned.
- Best practice concepts and approaches related to Recruitment will be provided.

Guided Project

- 2 to 3 project options will be provided at the end of the training workshop through which participants will reflect their understanding and ability to apply the concepts of the learned material.
- Participants need to submit the project within 60 days.
- Participants will be provided with sample projects for reference.



Certified Recruitment Analyst (CRA)



Course Outline to be delivered in the Training Workshop ...

- Below is the outline of the course that will be delivered during the Training Workshop:

Module 1 : Recruitment Analytics	Module 2: Requirement Analysis	Module 3: Screening and Shortlisting
<ul style="list-style-type: none"> The importance of effective Recruitment The cost of bad Recruitment The various aspects of Recruitment metrics An overview of the Hiring Process 	<ul style="list-style-type: none"> Competency Definition The Competency Iceberg Model The importance of competency based Recruitment Motivational Job Specification Creation of Functional Specification Creation of Behavioral Specification Threshold Trait Analysis Definitions of Quan-comm 	<ul style="list-style-type: none"> The 4-S Model <ul style="list-style-type: none"> Supply Suitability Sourcing Short-listing
Module 4: Interviewing and Probing Techniques	Module 5: Non-Interviewing Techniques	Module 6: Evaluation and Reference Check
<ul style="list-style-type: none"> The aspects of the Assessment Phase Interview Techniques Interview Process and Stages Key Interviewer Skills Listening Body Language Different Types of Interviewing Methods 	<ul style="list-style-type: none"> The importance of Non-Interview based methods The different types of Non-Interview based Techniques and Methods Knowledge Based Filtering Skill Based Filtering Behavioral Filtering 	<ul style="list-style-type: none"> The different methods of evaluation in the selection process Conduct an effective reference check



What Participants said about the CRA program ...



"It was excellent. We have learned many good things about the updates of recruitment."

Nabil Al Balushi
Recruitment Officer, Oman Air



"The program covered all of the recruitment process and exercises. It addressed all the recruitment cycle."

Mohammed Al Zboon
Head of Recruitment and Manpower Planning, Miyahuna



"Structured and actually useful."

Naim Bitar
Head of Recruitment, Nesma Trading



"The program was value added for my experience and I learned more efficient methods on recruitment and Interviewing Skills and it will help me to improve my skills in the recruitment field."

Hadeel Al Raie
HR Supervisor, Al Rajhi Bank



"It was a very productive program. We learned many things during these two days (e.g. cost of bad hires and how does it directly impact on the company, conducting effective interviews, etc.). The best thing was the focus on competency based recruitment."

Nitin Khandale
Recruitment Manager, Danube Group



"The program was structured and very informative."

Maha Hasan
Sr. HR Officer, United Pharmaceuticals Manufacturing (UPM)



"The program was really helpful. I am so satisfied with the material that was covered and the instructor."

Tamer Al Ahmar
Recruitment and Training Officer, Bank Audi



"The program was informative, interesting, full of tools/methods and many group exercises."

Rawan Haroun
HR Officer, MS Pharma



The CRA Program is delivered by extensively experienced HR Consultants ...



Nirmala Garg

Principle Consultant – Middle Earth HR

Qualifications

- Bachelor of Education degree in Child Psychology
- Postgraduate diploma degree in Industrial Relations and Welfare (HR, Personnel Management, Industrial Relations and Labor Welfare)
- Certified DiSC, a global behavior assessment tool

Areas of Expertise

Nirmala has over 35 years of extensive experience in Human Resources spanning across Consulting as well as Operational Management roles and which were spent with multinational and large organizations within various industries. Nirmala's areas of expertise include:

- Compensation Surveys
- Compensation Systems Design
- Compensation Systems Assessment and Restructuring
- HR Strategic Planning
- HR Balanced Scorecards
- Competency Mapping and Assessment Centers
- Performance Management Systems
- Leadership and Talent Development

Previous Roles

- HR Consulting Director, Ernst & Young
- Vice President of HR, Sutherland Global Services
- Vice President of HR, TATA Business Support Services
- Consulting Director, MindShare HR Consultancy
- Sr. Manager – Compensation, OMAM Consultants

Delivered Programs with Middle Earth HR

- Certified Compensation and Benefits Manager (CCBM)
- Certified Organization Development Analyst (CODA)
- Certified HR Analytics and Metrics Professional (CHAMP)
- Certified HR Business Partner (CHRP)
- Certified Recruitment Analyst (CRA)

Memberships

- Accredited Trainer - National Institute for Entrepreneurship and Small Business Development
- Member – National HRD Network
- Member – Indian Society for Applied Behavioral Science
- Member & Participant – Haggai Institute for Advanced Leadership



Details of the CRA program to be hosted in Jordan ...

Below are the specific details for the program that will be delivered in Amman, Jordan:

Program Schedule

The program will take place on 9 and 10 April 2018 (9 am – 6 pm) in Amman, Jordan. **(Seats are limited)**

Program Fees

The fee for the Certified Recruitment Analyst (CRA) program is 600 JOD (550 JOD/participant for groups of 2 or more). The program fee is inclusive of:

- Free pass to the workshop
- Participant folder with course material
- Tea/Coffee Breaks and Lunch available during workshop days
- A certificate of attendance, approved by HRCI for re-certification purposes
- A certificate accredited internationally by Carlton Advanced Management Institute (CAMI), USA

Registration Form

Please complete this [Registration Form](#) and send it to us as early as possible to confirm your registration in the program.





Contact us now

We would love to provide you with more details on the program. Please do not hesitate to contact us for further details or enquiries.

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<http://handover.consulting>

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