

A man with grey hair, wearing a dark suit, white shirt, and light blue striped tie, is seated at a desk in an office. He is looking down at a document he is holding in his hands. In the background, other people are partially visible, and there are office windows. The scene is brightly lit.

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).



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*



We offer flexible program delivery options ...

- We have designed two key delivery options for the program in order to be convenient to individuals as well as corporates.

Program Delivery Option	Schedule	Location/Venue	Pricing
<ul style="list-style-type: none"> ▪ Company Specific Program: in this option a company would be interested to have the program delivered specifically for their HR employees. A minimum of 5 attendees is a must. 	<ul style="list-style-type: none"> ▪ The program can be scheduled as desired by the company and the duration can be extended as seemed suitable by the company. 	<ul style="list-style-type: none"> ▪ The company will have the option to decide the location and venue in which the program will take place. 	<ul style="list-style-type: none"> ▪ The pricing of the program will depend on the number of participants, and location and shall be negotiable.
<ul style="list-style-type: none"> ▪ Public Program: In this option the program is scheduled at a specific location and venue and any HR professionals will have the opportunity to register and attend the program. 	<ul style="list-style-type: none"> ▪ The program will be delivered in 2 days as per the announced schedule. 	<ul style="list-style-type: none"> ▪ The program will typically be hosted in a hotel as per the announced location and venue. 	<ul style="list-style-type: none"> ▪ The price of the program will be inclusive of the training workshop, lunch during training days, and certification and shall be priced as announced.





Contact us now

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

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