

Ethical and Effective Recruitment and Induction





One of the key roles of the manager is recruiting the right staff – and for academic managers this will usually mean recruiting effective teachers who fit well into the organisational culture. There are many stages to this process – all the way through from initially identifying an organisational need to providing appropriate orientation to the person hired.

In this interactive workshop we will look at some of the key – and perhaps most difficult – parts of this process:

- Ensuring you have a non-discriminatory recruitment policy that works in practice
- Obtaining the essential information from candidates at the application stage
- Providing candidates with the necessary information about the job
- Interviewing – both face to face and at a distance – ensuring that interview criteria, questions and tasks help you select the right candidates
- Induction – providing staff with the best possible information about the post, the organisation and the professional support and resources available.

Participants can expect to challenge the way they currently conduct the recruitment and induction process and take away new ideas or practices to improve how their LTO operates in this area.

Presenters:

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|  | Lorraine Kennedy is now based in Berlin running her own educational training, coaching and consultancy services, after five years as Centre Manager of Bell International Institute in London |
|  | Marek Kiczowskiak is originally from Poland and has lived and taught in many places – England, Spain, Costa Rica and the Netherlands to name a few, and is currently studying for his PhD at York University. He is the founder of TEFL Equity Advocates |
|  | George Pickering is an educational coach, trainer and consultant. He has delivered training and seminars in over 60 countries throughout the world. He is the editor of the LAMSIG newsletter and academic director of the DELTM |
|  | Josh Round - is Director of Studies at St Giles International London Central, and enjoys the process of quality management, ensuring excellent study experiences for international students, and the challenge to continuously improve the teaching team, and develop himself. |

Timetable

| Session | Time | Content | Facilitator /Presenter |
|---------|-------------|---|------------------------|
| | 08:00-09:45 | Collect your badge from the IATEFL Registration Desk | |
| 1 | 10:00-11:00 | <ul style="list-style-type: none"> • Arrivals, welcomes and getting to know each other • Overview | Lorraine |
| | | <ul style="list-style-type: none"> • Recruitment – pre interview stage • Teacher profile – who are you looking for? | Marek |
| | 11:00-11:30 | Coffee break | |
| 2 | 11:30-12:30 | <ul style="list-style-type: none"> • Interviews • Activities | Josh |
| | 12:30-13:30 | Lunch | |
| 3 | 13:30-15:00 | <ul style="list-style-type: none"> • Induction • Activities | George |
| | 15:00-15:30 | Coffee break | |
| 4 | 15:30-16:30 | <ul style="list-style-type: none"> • Open forum / Open space / Q&A • DIRT Time! | Lorraine /Marek |