

Rural Business Skills: RECRUITING AND RETAINING STAFF

Date: tbc

Duration: 1 day

Location: Plumpton

Cost: £59

Designed for: The course is designed to help you approach the recruitment and retention process more confidently. By the end of the session you will have a user-friendly and practical set of tips and techniques which you will be able to apply at your next interview and, in the longer term, when leading and motivating your team.

- Learn how to bring positive creativity to what might otherwise be a stressful process
- Develop an approach and a style consistent across the team
- Improve your communication skills as a motivational leader
- Gain insights into what keeps team members positive and productive

At every stage, these will be related to the needs and goals of the developing micro-business – taking tools and models from large, mature organisations and applying them to your situation. Every idea in the course will be delivered as an interactive lecture, demonstrated and absorbed through practical exercises, and supported by notes or a hand-out. This will be a lively, interactive and creative session: minimum PowerPoint, maximum personal attention and feedback.

Content:

- Learn how to prepare for the interview effectively and efficiently, from CV screening to drafting questions
- Understand the basic structure of an interview
- Develop your communication skills: body language; active listening; incisive questioning
- Find practical ways to motivate your team member and manage their performance
- Appreciate the benefits of recognition, open and constructive criticism, delegation



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The European Agricultural
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Raising skills, backing business

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