

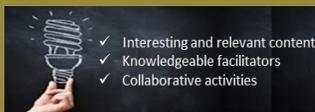
Selection Panel Masterclass

WA State Public Sector

Learning Methodology

All our training courses are designed to fully engage the participants by maximising active learning opportunities. This allows participants to better identify with, and come to a deeper understanding of, the subject matter.

Several elements are involved in active learning. Developing strategies to target these elements forms an essential part of our training design.



- ✓ Interesting and relevant content
- ✓ Knowledgeable facilitators
- ✓ Collaborative activities

We work closely with you to ensure that our courses are tailored to be relevant to your employees. This includes course duration, learning outcomes and course content.

Collaborative activities include discussion, case studies, group problem solving and skills practice.

Aim

This training is designed for managers and human resource specialists in the W.A. Public Sector, who have been or will soon be participating on a Panel in a selection process.

The training works through the essential legislation that must be considered throughout the recruitment and selection process and provides information on contemporary approaches to recruitment. The course will explore moral and ethical dilemmas often faced by the Panel including understanding the impact of unconscious bias on selection decisions, and the importance of building diversity in the workforce.

The training assumes that the panel will have some HR support or prior experience and will therefore not detail the steps involved.



Objectives

On completion of the course participants will be able to:

- understand the essential elements of the relevant WA Public Sector legislation and Commissioner's Instructions;
- appreciate the importance of planning in the design and management of a process that seeks out top talent;
- choose from a range of assessment processes that specifically validate candidate's merit against the success criteria for various positions;
- avoid the pitfalls associated with discrimination and unconscious bias;
- apply the basic principles of merit and equity to practical challenges; and
- appreciate the importance of objective and transparent decision making to candidate feedback and future motivation.

"I thought your delivery was excellent – professional, engaging and I genuinely think the content hit home as you based the content in several practical examples from your extensive experience in recruiting across both the public and private sectors.

I think the session definitely played a part in shifting the thinking of our senior leaders, particularly around the flexibility that does exist when recruiting within a public sector context. We're now starting to see greater engagement from recruiting managers in that they starting to contribute to the design of processes based on their own reflection of what their positions require."

Michael Custance,
Manager Workforce Management
Department of Planning, Lands and Heritage

Who could attend?

Line managers, supervisors and human resources specialists. This training caters for those who have been Chairing panels for many years through to those who have yet to participate on a selection panel.

Managing the Selection Process in the W.A. Public Sector

Course Duration: 3 hours

Course Materials

All participants will receive comprehensive course notes for future reference.

Course Outline

Our Managing the Selection Process Training covers:

Exploring the Legislation

Clearly understanding the “rules of the game” is vital to designing and managing a great selection process. This includes:

- The Public Sector Management Act 1994;
- Public Service Commissioner’s Instructions; and
- The Equal Employment Opportunity Act 1984.

Practical Application

- Planning and designing a process that searches for “stars”;
- Applying the principles of merit and equity, and the importance of transparently documenting decisions for good quality applicant feedback; and
- Understanding the impact of unconscious bias and how to overcome this.



Price Consulting Group

- WA owned and operated, Price Consulting Group has been providing professional human resource consulting and training services to government, corporate and private organisations for over 17 years. We specialise in human resource management and the design, development and presentation of quality training courses for both management and staff.

We are committed to helping organisations achieve greater results and success through training and effective HR management. Our aim is to develop a strong partnership with you so we can understand your organisation and provide cost-effective and innovative solutions that meet your unique needs.

We have a team of highly skilled and experienced consultants who bring their knowledge and passion for their work into your organisation. We carefully match consultants to work assignments so that you will have the benefit of dealing with an industry expert – no matter how large or small your team, you will be treated like a ‘big fish in a small pond’.

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