

Getting the right person for the job and employing disabled people with different skills, knowledge and experiences can have a positive impact on your organisation, getting you closer to your customers, as well as providing the potential to create new avenues for business and innovation.

Course Aim: This one day workshop provides a practical approach using case studies, guidance and discussion to enable participants to develop disability confidence in the recruitment process which can help your organisation maximise its opportunities to recruit disabled talent. A morning of participative learning, sharing of experiences and knowledge transfer, is followed by an afternoon of consolidation, action learning and practical application.

With enough humour to bring the course alive and enough depth to embed the knowledge, ClearLearning™ has a uniquely real and impactful approach to this critical subject.

Duration: 1 day

Number of delegates per event: 10-20

Cost: £279 per delegate + VAT

Who should attend?

In-house recruitment teams, Hiring Managers, HR Business Partners, External Recruitment Teams, Assessors

What will you learn?

- Building a case for the recruitment of disabled talent.
- Dispelling the myths.
- Understanding the barriers to the recruitment of disabled talent.
- Confidence to manage and implement reasonable adjustments.
- The ability to influence with confidence.
- Dealing with difference and disability etiquette.
- Implementing Clearkit™ Resources.

Course Overview

- **Disability explored**
 - Definition of disability.
 - Common understanding of disability discrimination/positive action/positive discrimination.
 - Disability - dispelling the myths.
- **Dealing with difference**
 - Unconscious bias, disability etiquette.
 - Remove barriers and open up opportunities.
 - Reasonable adjustments.
 - Disability and Difference – **Clearkit™**.
- **Building and developing disability confidence in recruitment**
 - Understanding your legal obligations.
 - Sourcing and management of third parties and setting disability KPIs.
 - Getting help and advice from available sources.
 - Making good use of disability networks (internal/external).
- **Getting the right person**
 - Tone and language used in job descriptions and person specifications.
 - Effective response management.
 - Disability confidence in assessment (Assessment Centre/tests and interview).
 - Managing and implementing alternative assessment methods.
 - Managing the offer (pre-employment questionnaires).
- **Retaining talent**
 - Reasonable adjustments (Access to Work, disability passport).
 - Personal Emergency Evacuation Plans.
 - Confidentiality.
 - Effective induction and orientation.