

Given that one in five people in the UK of working age are disabled, there is a greater need for recruitment teams to be aware that adjustments may be required. You may think such adjustments will prove costly in both time and money to your organisation, but with effective policies, process and practice, costs and risks can be anticipated, managed and minimized.

**Course aim:** This one day workshop provides a practical approach to building confidence in managing and implementing reasonable adjustments which can enable you to attract disabled talent as a result of such commitment and support.

**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?

- Understanding of obligations within the law.
- To anticipate the barriers.
- To encourage candidates to declare a disability and to request reasonable adjustments.
- Best practice in the pre-empting, promotion and implementation of reasonable adjustments in recruitment and appointment.
- To ensure your third party recruiters meet their obligations in the provision of reasonable adjustments.

### 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, assumptions and disability etiquette.
  - Removing barriers.
  - What does the term 'reasonable adjustments' mean?
  - Disability and difference – **Clearkit™**.
- **Managing and implementing reasonable adjustments**
  - Understanding your legal obligations.
  - What is reasonable?
  - Pre-empting reasonable adjustments.
  - Planning and managing reasonable adjustments.
  - Getting help and advice.
  - Effective conversations with disabled applicants.
- **Accessibility and support**
  - Website/on-line recruitment
  - Job descriptions and person specifications
  - Assessment centres/Tests and interview
  - Effective response management