

# Hire Me

.... What could possibly go wrong?



## New Programme Launched

The purpose of the programme is to provide attendees with professionally delivered modules to complement existing recruitment interviewing and security awareness skills. Three new one day courses have been developed to reflect the nature of changing threats and other publicly available regulations, legal updates, cases studies and guidance sources.

### Target Audience

The target audience for these courses is human resource officers, managers, security personnel and supervisors. The third course relating to "Insider Threat" is applicable to all employees.

### The individual 1 day courses and content are as follows:

#### 1. Assessing Hiring Risks and Refining the Selection Process:

This course will enable participants to identify the risks to their organisation, people risks and individuals motivation for applying for a particular job, identification of red flags in the hiring process, identification of documents, pre-employment screening best practice and validation of genuine job candidates. Exercises will enable participants to consider hiring risks, practical tips when reviewing identity documents and practice red flag CV/ application form reviews.

#### 2. Interviewing Skills - Advanced Techniques:

Using advanced techniques this course provides a tool box of tips and techniques to enhance the interview stage of the hiring process. Including aspects such as the PEACE technique, reference to Neurolinguistic Programming, probing and other types of questioning techniques such as three level (Values) questioning. Non-verbal clues, body language and case study opportunities to role play the new skills will be provided through a series of scenarios.

#### 3. Protecting Your Organisation - Managing the Insider Threat:

This course reviews social engineering tactics and opportunities to detect deception. Consideration of the motivation of insiders and the threats they pose to the organisation. A review of values fit and expected behaviours, whistle blowers and the raising of concerns, continual risk assessment and the tackling of issues during probationary reviews. Raising of overall security awareness is the primary output of this module.

"It is great to get a refresher and remind ourselves of the risks."

"It has made me look differently at CVs."  
- Sadie, Business Support Manager

"This is a must for anyone involved in recruitment"  
"It gave very useful pointers in what to look for in identifying possible infiltrators."

- Nanda, Head of Scientific Business and Administration



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