

COURSE OVERVIEW HM0853 **Certified Talent Acquisition Professional**

Course Title

Certified Talent Acquisition Professional

Course Date/Venue

November 02-06, 2025/Crowne Meeting Room,
Crowne Plaza Al Khobar, an IHG Hotel, Al Khobar,
KSA

Course Reference

HM0853

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



Course Description



This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.



organizational success; aligning talent acquisition with business strategy; the job analysis for talent acquisition; the effective job descriptions and person specifications; a recruitment strategy and planning recruitment campaigns; and the different sourcing channels and building talent pools and pipelines.

During this interactive course, participants will learn to screen, shortlist and assess candidates; use interviewing techniques and assessment tools; the employer branding and strategies for promoting diversity and inclusion in talent acquisition; the importance of effective onboarding and designing a comprehensive onboarding program; the key metrics for talent acquisition and using metrics to improve talent acquisition; the leverage technology to improve talent acquisition; the strategies for effective social media recruiting; the legal considerations and current trends in talent acquisition; the future trends in talent acquisition; and the role of a talent advisor; and building influence and credibility as a talent advisor.

Course Objectives

Upon the successful completion of the course, each participant will be able to:-

- Get certified as a “*Certified Talent Acquisition Professional*”
- Discuss the basic concepts of talent acquisition and differentiate talent acquisition from recruitment
- Identify the role of talent acquisition in organizational success and align talent acquisition with business strategy
- Employ job analysis for talent acquisition and develop effective job descriptions and person specifications
- Create a recruitment strategy and plan recruitment campaigns
- Identify the different sourcing channels and build talent pools and pipelines
- Screen, shortlist and assess candidates and use interviewing techniques and assessment tools
- Apply employer branding and apply strategies for promoting diversity and inclusion in talent acquisition
- Discuss the importance of effective onboarding and design a comprehensive onboarding program
- Identify the key metrics for talent acquisition, use metrics to improve talent acquisition and leverage technology to improve talent acquisition
- Apply strategies for effective social media recruiting and discuss legal considerations and current trends in talent acquisition
- Anticipate future trends in talent acquisition, identify the role of a talent advisor and build influence and credibility as a talent advisor

Exclusive Smart Training Kit - H-STK®



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of talent acquisition for all HR and talent acquisition professionals who want to explore new approaches to attract and employ talents.

Course Fee

US\$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Certificate(s)

- (1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a “*Certified Talent Acquisition Professional*”. Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-



- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.



Haward Technology Middle East
Continuing Professional Development (HTME-CPD)

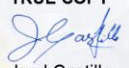
CEUs

CEU Official Transcript of Records

TOR Issuance Date: 14-Nov-21
HTME No. 8667-2014-9020-2555
Participant Name: Abdulsatar Al Otaibi

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HM0853	Certified Talent Acquisition Professional	November 10-14, 2021	28.25	2.825

Total No. of CEU's Earned as of TOR Issuance Date **2.825**

TRUE COPY

Jaryl Castillo
 Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Hemdon, VA 20171, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2013 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2013 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology is accredited by









P.O. Box 26070, Abu Dhabi, United Arab Emirates | Tel.: +971 2 3091 714 | Fax: +971 2 3091 716 | E-mail: info@haward.org | Website: www.haward.org

Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations: -

- 
British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

- 
The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Dr. Chris Le Roux, PhD, MSc, BSc, PMI-PMP, is a **Senior Management Consultant** with over **30 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **Contract Management**, **Tender Development**, **Contract Standards & Laws**, **Dispute Resolution & Risk Identification**, **Global Diverse & Virtual Teams Operation**, **Employee Engagement & Retention Strategies**, **Coaching & Mentoring Strategies** for Career Growth, **People Management Essentials**, **Strategic Recruitment**, **Interviewing & Selection**, **Human Capital Asset Management**, **Human Resource Development**, **Human Resource Management**, **Exceeding Customer Expectations**, **Corporate Governance Best Practice**, **Business Performance Management & Improvement**, **Building Environment of Trust & Commitment**, **Leadership Skills**, **Presentation Skills**, **Communication & Interpersonal Skills**, **Effective Communication & Influencing Skills**, **Effective Business Writing Skills**, **Creative Thinking & Problem-Solving Techniques**, **Emotional Intelligence**, **Writing Business Documents**, **Business Writing** (Memo & Report Writing), **Leadership & Team Building**, **Strategic Planning**, **Risk Analysis & Risk Management**, **Win-Win Negotiation Strategies**, **Quality Improvement & Resource Optimization**, **Neuro Linguistic Programming (NLP)**, **Personal Resilience Developing**, **Effective Role Modelling & Development**, **Managing Dynamic Work Environments**, **Organizational Development**, **Career Management**, **Situation & Behaviour Analysis**, **Interpersonal Motivation Skills**, **Inventory Management**, **Financial Administration**, **Project & Contracts Management Skills**, **Project & Construction Management**, **Project Planning**, **Scheduling & Control**, **Project Management**, **Project Delivery & Governance Framework**, **Project Management Practices**, **Project Management Disciplines**, **Project Risk Management**, **Risk Identification Tools & Techniques**, **Project Life Cycle**, **Project Human Resource Management** and **Project Communications Management**. Further, he is also well-versed in **Water Supply System Security**, **Vulnerability & Terrorism**, **Integrated Security Systems**, **Incident Threat Characterization & Analysis**, **Physical Security Systems**, **Security Crisis**, **Security Emergency Plan**, **Command & Control System**, **Preventive Actions** and **Situation Analysis**. He was the **Psychologist & Project Manager** wherein he was responsible in the project management and private psychology practices.

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director**, **Medico Legal Assessor Psychologist**, **Training & Development General Manager**, **Project Manager**, **Account Manager**, **Commercial Sales Manager**, **Manager**, **Sales Engineer**, **Project Specialist**, **Psychology Practitioner**, **Senior HR Consultant**, **Senior Lecturer**, **Senior Consultant/Trainer**, **Business Consultant**, **Assistant Chief Education Specialist**, **ASI Coordinator**, **Part-time Lecturer/Trainer**, **PMP & Scrum Trainer**, **Assessor & Moderator**, **Team Leader**, **Departmental Head**, **Technical Instructor/Qualifying Technician**, **Apprentice Electrician: Signals** and **Part-Time Electrician** from various companies and universities such as the **South African Railway (SAR)**, **Department of Education & Culture**, **ESKOM**, **Logistic Technologies (Pty. Ltd)**, **Human Development: Consulting Psychologies (HDCP) & IFS**, **Mincon**, **Eagle Support Africa**, **Sprout Consulting**, **UKZN**, **Grey Campus**, **Classis Seminars**, **CBM Training**, just to name a few.

Dr. Le Roux has a **PhD in Commerce Major in Leadership in Performance & Change**, a **Master's degree in Human Resource Management**, a **Bachelor's degree (with Honours) in Industrial Psychology**, a **National Higher Diploma** and a **National Technical Diploma in Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional (PMI-PMP)**, a **Certified Scrum Master Trainer** by the **VMedu**, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. Moreover, he is a **Registered Industrial Psychologist** by the **Health Professions Council of South Africa (HPCSA)**, a **Registered Educator** by the **South African Council for Educators (SACE)** and a **Registered Facilitator, Assessor & Moderator** with **Education, Training and Development Practices (ETDP) SETA**. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 02nd of November 2025

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0930	Introduction to Talent Acquisition Understanding Talent Acquisition: Basic Concepts • Differentiating Talent Acquisition from Recruitment
0930 – 0945	Break
0945 – 1100	The Role of Talent Acquisition in Organizational Success Aligning Talent Acquisition with Business Strategy • The Strategic Role of Talent Acquisition in Workforce Planning
1100 – 1300	Understanding Job Requirements Job Analysis for Talent Acquisition • Developing Effective Job Descriptions & Person Specifications
1300 – 1315	Break
1315 – 1420	Recruitment Planning Creating a Recruitment Strategy • Planning Recruitment Campaigns
1420 – 1430	Recap
1430	Lunch & End of Day One

Day 2: Monday, 03rd of November 2025

0730 – 0930	Sourcing Strategies Understanding Different Sourcing Channels
0930 – 0945	Break
0945 – 1100	Sourcing Strategies (cont'd) Building Talent Pools & Pipelines
1100 – 1230	Selecting Candidates The Selection Process: Screening, Shortlisting, Assessing • Interviewing Techniques & Assessment Tools

1230 – 1245	Break
1245 – 1420	Employer Branding The Role of Employer Branding in Talent Acquisition • Techniques for Building a Strong Employer Brand
1420 – 1430	Recap
1430	Lunch & End of Day Two

Day 3: Tuesday, 04th of November 2025

0730 – 0930	Diversity & Inclusion in Talent Acquisition Understanding the Importance of Diversity & Inclusion
0930 – 0945	Break
0945 – 1030	Diversity & Inclusion in Talent Acquisition (cont'd) Strategies for Promoting Diversity & Inclusion in Talent Acquisition
1030 – 1230	Onboarding New Employees The Importance of Effective Onboarding • Designing a Comprehensive Onboarding Program
1230 – 1245	Break
1245 – 1420	Talent Acquisition Metrics Key Metrics for Talent Acquisition: Time to Fill, Quality of Hire, etc. • Using Metrics to Improve Talent Acquisition
1420 – 1430	Recap
1430	Lunch & End of Day Three

Day 4: Wednesday, 05th of November 2025

0730 – 0930	Technology in Talent Acquisition Overview of Talent Acquisition Technology: ATS, AI, Automation • Leveraging Technology to Improve Talent Acquisition
0930 – 0945	Break
0945 – 1100	Social Media in Talent Acquisition The Role of Social Media in Sourcing & Employer Branding
1100 – 1230	Social Media in Talent Acquisition (cont'd) Strategies for Effective Social Media Recruiting
1230 – 1245	Break
1245 – 1420	Legal Considerations in Talent Acquisition Understanding Legal Obligations in Recruiting & Selection • Promoting Fair & Ethical Talent Acquisition Practices
1420 – 1430	Recap
1430	Lunch & End of Day Four

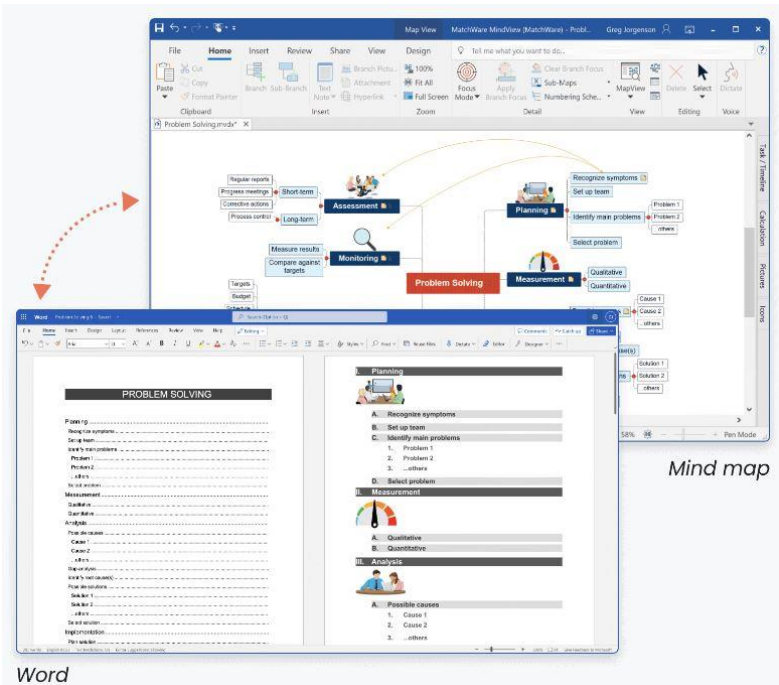
Day 5: Thursday, 06th of November 2025

0730 – 0930	Current Trends in Talent Acquisition Exploring Current Trends: Remote Work, Gig Economy, Employer Branding • Adapting to Changes in the Talent Acquisition Landscape
0930 – 0945	Break
0945 – 1100	The Future of Talent Acquisition Anticipating Future Trends in Talent Acquisition: AI, Data-Driven Recruiting • Preparing for the Future of Talent Acquisition
1100 – 1145	Becoming a Talent Advisor The Role of a Talent Advisor

1145 - 1200	Break
1200 - 1300	Becoming a Talent Advisor (cont'd) <i>Building Influence & Credibility as a Talent Advisor</i>
1300 - 1315	Course Conclusion
1315 - 1415	COMPETENCY EXAM
1415 - 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

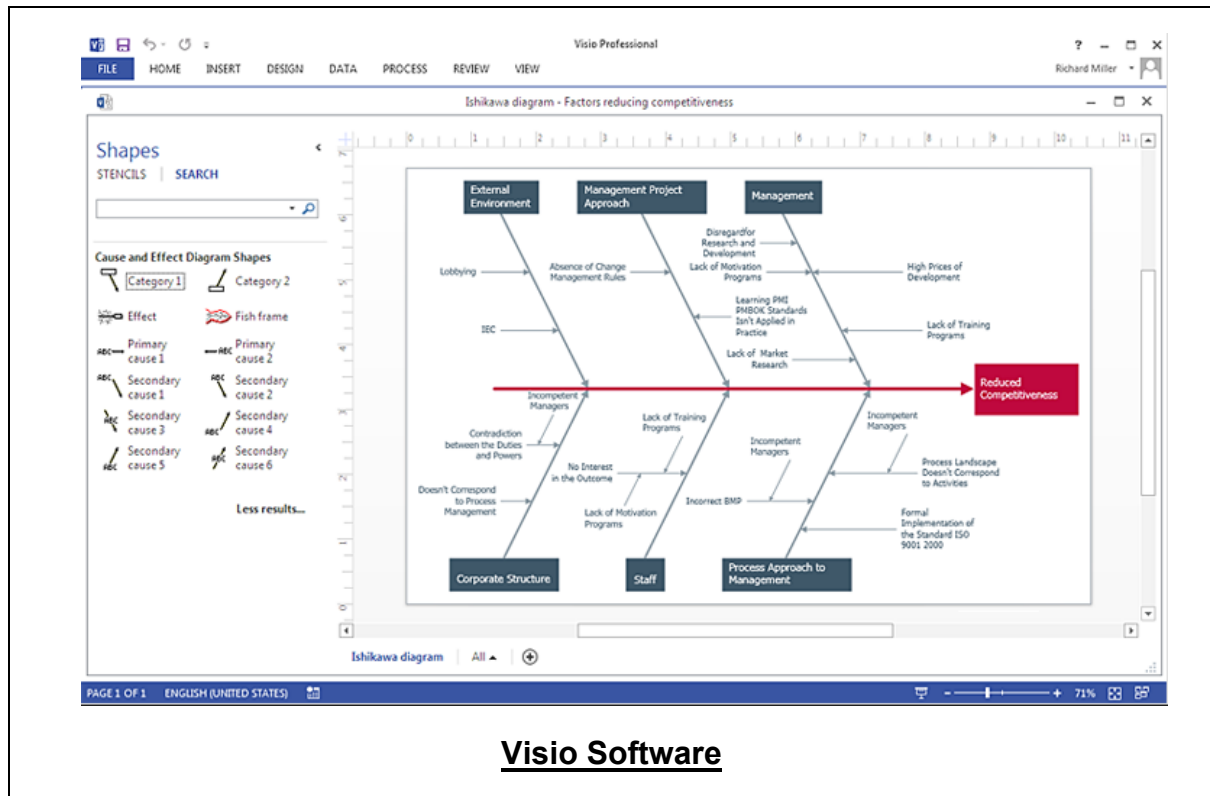
Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the “Mindview Software”, “Visio Software”, “ChatGPT” and “PMI Infinity”.

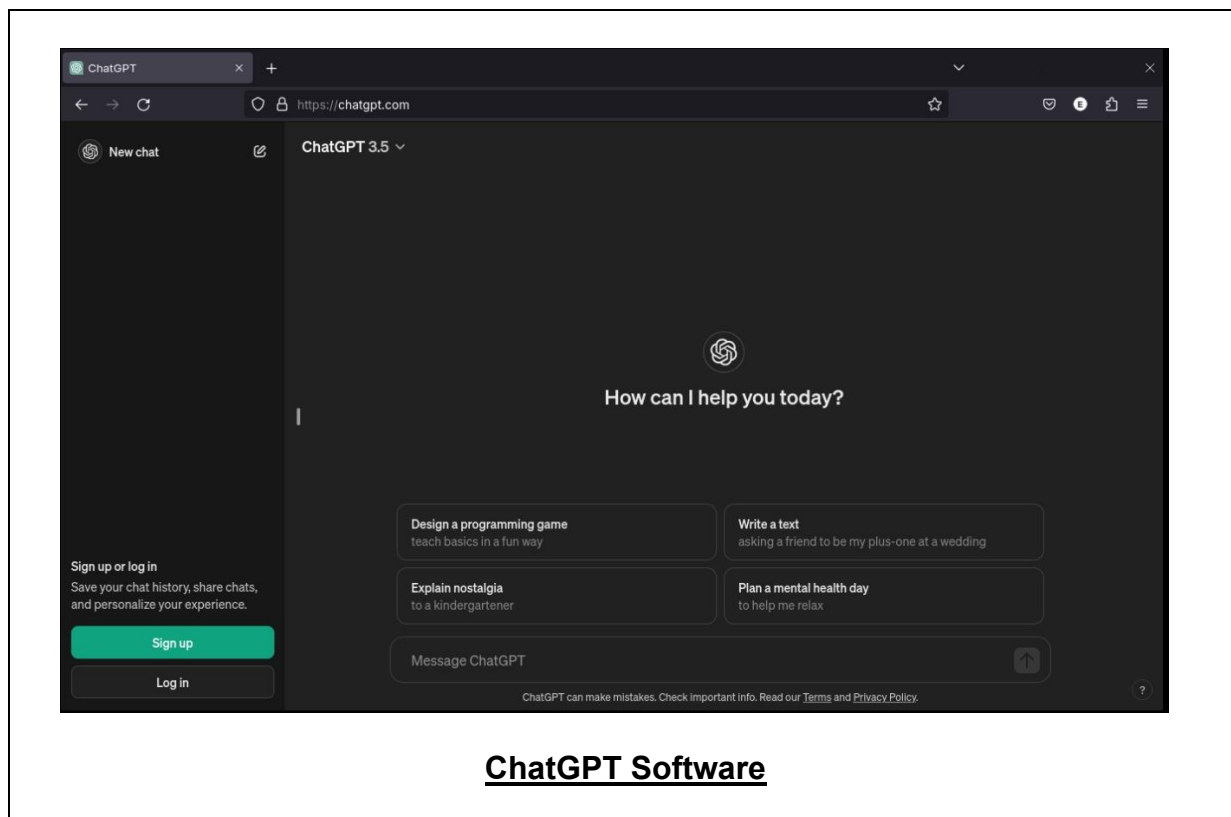


The screenshot displays the Mindview Software interface. The top window shows a mind map titled "Problem Solving" with branches for "Assessment", "Planning", "Monitoring", and "Measurement". The bottom window shows a word document titled "PROBLEM SOLVING" with sections for "Planning", "Monitoring", and "Measurement". A red arrow points from the word document to the mind map. The text "Mind map" is written next to the mind map window, and "Word" is written next to the word document window.

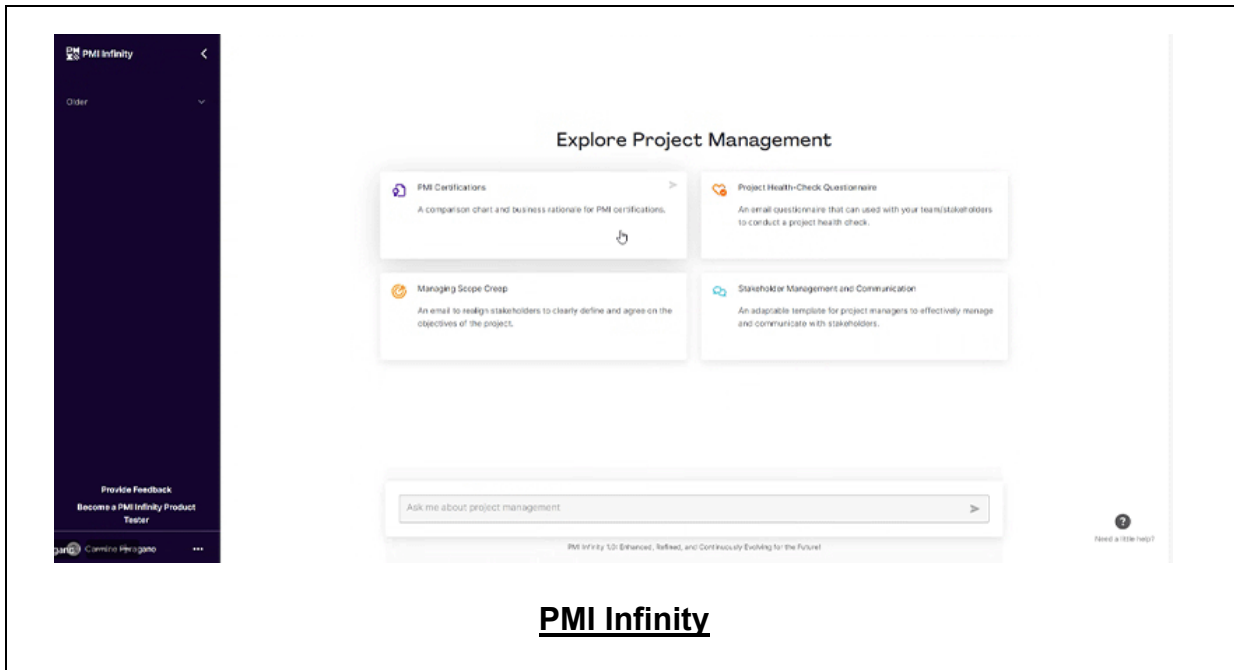
Mindview Software



Visio Software



ChatGPT Software



Course Coordinator

Mari Nakintu, Tel: +971 2 30 91 714, Email: mari1@haward.org