Inclusive Hiring Techniques Training Course

Professional Development Training Course Outline

Category	Human Resource Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Inclusive Hiring Techniques is a transformative training program designed to help organizations build diverse, equitable, and high-performing workplaces through strategic talent acquisition practices. In today's competitive business landscape, companies that prioritize Diversity, Equity & Inclusion (DEI), unconscious bias mitigation, equitable recruitment strategies, and data-driven hiring frameworks consistently outperform their peers. Inclusive Hiring Techniques Training Course equips HR professionals, talent acquisition leaders, and hiring managers with practical tools to implement bias-free recruitment, structured interviewing, inclusive employer branding, and skills-based hiring models that drive innovation and sustainable growth.

Through real-world case studies, AI-enabled recruitment insights, and actionable frameworks, participants will learn how to embed inclusive leadership, psychological safety, ESG alignment, workplace belonging, and equitable talent pipelines into every stage of the hiring lifecycle. The program aligns with global workforce trends, compliance standards, and emerging best practices in digital recruitment transformation, AI ethics in hiring, diversity analytics, and inclusive workplace culture development empowering organizations to attract, engage, and retain top talent from all backgrounds.

Programme Curriculum

Inclusive Hiring Techniques Training Course

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Course Duration

5 days

Course Objectives

1. Develop expertise in Diversity, Equity & Inclusion (DEI) strategy integration within recruitment processes.
2. Apply unconscious bias reduction techniques in screening and interviewing.
3. Implement skills-based hiring frameworks over credential-based selection.
4. Design structured and competency-based interview systems for fair evaluation.
5. Utilize AI-powered recruitment tools ethically and responsibly.
6. Build diverse talent pipelines through community and university partnerships.
7. Leverage data analytics and DEI metrics dashboards to track hiring equity.
8. Strengthen inclusive employer branding and EVP (Employee Value Proposition).
9. Ensure compliance with equal employment opportunity (EEO) regulations and ESG standards.
10. Promote neurodiversity hiring and disability inclusion best practices.
11. Create gender equity and pay transparency frameworks.
12. Improve candidate experience and inclusive onboarding journeys.
13. Foster psychological safety and belonging-centered leadership.

Target Audience

1. HR Directors & HR Business Partners
2. Talent Acquisition & Recruitment Managers
3. Hiring Managers & Department Heads
4. DEI & ESG Leaders
5. Organizational Development Professionals
6. Corporate Trainers & L&D Specialists
7. Startup Founders & SME Leaders
8. Government & Public Sector HR Officers

Course Modules

Module 1: Foundations of Inclusive Hiring

- Understanding DEI and workplace belonging
- Business case for diversity & innovation ROI
- Legal compliance & global hiring standards
- Identifying systemic bias in recruitment

- **Case Study:** How a multinational tech company increased diverse hires by 35% using structured hiring reforms

Module 2: Unconscious Bias & Mitigation Strategies

- Types of cognitive and affinity bias
- Bias interrupters in resume screening
- Blind recruitment techniques
- Bias-aware decision frameworks
- **Case Study:** Retail organization reduced gender bias in leadership hiring through anonymized CV reviews

Module 3: Inclusive Job Design & Employer Branding

- Writing bias-free job descriptions
- Gender-neutral and inclusive language optimization
- Employer branding for diverse talent
- Social recruiting & digital inclusion
- **Case Study:** Global FMCG brand improved female applicant rates by 40% through inclusive job ads

Module 4: Skills-Based & Competency-Driven Hiring

- Moving beyond degree requirements
- Competency mapping frameworks
- Structured interview scorecards
- Behavioral & situational interview models
- **Case Study:** Financial services firm adopted skills assessments, increasing minority hires by 28%

Module 5: AI & Technology in Inclusive Recruitment

- AI ethics and algorithmic bias prevention
- Diversity analytics dashboards
- Data-driven hiring decisions
- Inclusive ATS configuration
- **Case Study:** Tech startup leveraged AI audits to eliminate biased screening patterns

Module 6: Building Diverse Talent Pipelines

- University & community partnerships
- Returnship and second-career programs
- Veteran and disability hiring initiatives
- Neurodiversity recruitment models
- **Case Study:** Manufacturing company boosted disability inclusion by 22% through targeted outreach programs

Module 7: Inclusive Interviewing & Candidate Experience

- Panel diversity strategies
- Structured evaluation rubrics
- Psychological safety during interviews
- Accessible interview processes

- **Case Study:** Healthcare provider improved candidate satisfaction scores by 30% with inclusive interview protocols

Module 8: Measurement, Accountability & Culture Integration

- DEI KPIs & ESG alignment
- Pay equity audits
- Transparency & reporting frameworks
- Inclusive onboarding & retention strategies
- **Case Study:** Global consulting firm reduced attrition by 18% through equity tracking dashboards

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com