# Inclusive Recruitment Design Training Course

Professional Development Training Course Outline

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

## Course Introduction

In today’s competitive business environment, organizations are recognizing that diversity, equity, and inclusion (DEI) are not just ethical imperatives but strategic advantages. Inclusive Recruitment Design Training Course equips HR professionals, hiring managers, and talent acquisition specialists with actionable strategies to attract, engage, and retain a diverse workforce. Participants will gain insights into bias-free recruitment processes, equitable hiring practices, and inclusive employer branding, ensuring organizations are prepared to thrive in an increasingly diverse global market.

This course emphasizes data-driven recruitment, AI-assisted talent sourcing, accessibility-focused design, and cultural competency. Through real-world case studies, interactive workshops, and hands-on exercises, learners will master how to design job descriptions, implement fair assessment tools, and foster an inclusive candidate experience. By bridging strategy with execution, this program transforms traditional hiring practices into inclusive, innovative, and competitive talent acquisition strategies.

## Programme Curriculum

**Inclusive Recruitment Design Training Course**

**Introduction**

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**Course Duration**

5 days

**Course Objectives**

1. Understand the fundamentals of inclusive recruitment and DEI strategies.
2. Identify and mitigate unconscious bias in talent acquisition.
3. Design inclusive job descriptions and career pages.
4. Implement equitable candidate sourcing strategies.
5. Develop bias-free interview and assessment processes.
6. Apply AI and technology solutions to enhance inclusive recruitment.
7. Foster diverse candidate engagement and retention strategies.
8. Build inclusive employer branding for talent attraction.
9. Promote accessibility and accommodation in recruitment.
10. Analyze recruitment metrics and DEI KPIs for continuous improvement.
11. Integrate cultural competence and global workforce inclusivity.
12. Create mentorship and development programs for underrepresented talent.
13. Evaluate case studies of successful inclusive recruitment implementations.

**Target Audience**

1. HR Managers
2. Talent Acquisition Specialists
3. Recruitment Consultants
4. Diversity & Inclusion Officers
5. Hiring Managers
6. Organizational Development Professionals
7. Employer Branding Specialists
8. Corporate Leadership Teams

**Course Modules**

**Module 1: Foundations of Inclusive Recruitment**

- Overview of DEI in modern workplaces
- Key principles of inclusive hiring
- Understanding unconscious bias
- Regulatory and compliance frameworks
- **Case Study:** Microsoft’s inclusive hiring practices

**Module 2: Designing Inclusive Job Descriptions**

- Language audit for bias-free content
- Structuring job requirements for accessibility
- Highlighting DEI initiatives in postings

- Optimizing job boards for diverse audiences
- **Case Study:** Google’s gender-neutral job descriptions

**Module 3: Sourcing Diverse Talent**

- Leveraging social media and professional networks
- Partnerships with underrepresented communities
- AI tools for candidate sourcing
- Internal mobility and talent pipelines
- **Case Study:** SAP’s diverse talent sourcing strategies

**Module 4: Fair Assessment & Selection**

- Structuring objective interview processes
- Competency-based evaluations
- Removing bias from assessment tools
- Inclusive panel and feedback methods
- **Case Study:** Deloitte’s structured interview process

**Module 5: Candidate Engagement & Retention**

- Personalizing candidate experience
- Inclusive onboarding practices
- Employee resource groups (ERGs) as engagement tools
- Career development opportunities for all backgrounds
- **Case Study:** Airbnb’s onboarding and engagement initiatives

**Module 6: Leveraging Technology & AI**

- AI-powered resume screening tools
- Bias detection in recruitment software
- Accessibility-friendly digital platforms
- Tracking diversity analytics
- **Case Study:** Unilever’s AI recruitment transformation

**Module 7: Employer Branding & DEI Communication**

- Promoting inclusivity on social media and website
- Storytelling with employee testimonials
- DEI campaigns for talent attraction
- Measuring brand perception among diverse candidates
- **Case Study:** Salesforce’s inclusive employer branding

**Module 8: Continuous Improvement & Analytics**

- Measuring diversity recruitment KPIs
- Identifying gaps in hiring processes
- Feedback loops for candidates and employees
- Benchmarking against industry best practices
- **Case Study:** IBM’s analytics-driven DEI strategy

## 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 |

| Start Date | End Date | Location | Price |
|---|---|---|---|
| **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