

## HEART: Hardcore Extreme Advanced Recruiter Training

*Offered exclusively by Next Level Exchange*

This 11-session series designed for tenured recruiters is conducted live via Go to Webinar; each of the 60-minute webinars are recorded and available for a week following the session.

### Class Schedule

- **Session 1 - *Planning and Time Management for the Modern Recruiter.*** This session will focus on how to organize, prioritize and plan your day/week/month so that you're truly working in a way that gets the most bang for every single minute of your day.
- **Session 2 - *Attracting Candidates in a Candidate Short Market.*** This session will dive into how to talk to candidates about opportunities in a way that they actually listen to the whole opportunity, getting you more candidates and better referrals.
- **Session 3 - *Sourcing Candidates - Part One.*** This session will highlight how to decide "who" to call. In this candidate short market, hoping to be the first recruiter to get to the latest resume to hit the Job Boards isn't enough - you have to HUNT for candidates and that's exactly what this session will focus on.
- **Session 4 - *Sourcing Candidates - Part Two - Digging Deeper.*** How do you make LinkedIn a truly productive tool? In-mails, E-mails, and Internal Databases – all are powerful tools in recruiting candidates in a world that keeps getting smaller and smaller. What about the new AI tools? This session will focus on a comprehensive approach that will keep you from getting entangled in what can feel like a seemingly endless sea of information.
- **Session 5 - *Making Perfect Recruiting Calls - Part One.*** This session will center on the absolute best way to tell candidates about an opportunity - starting with power driven voicemails.
- **Session 6 - *Making Perfect Recruiting Calls - Part Two.*** This session will dissect how to end the conversation, get more referrals, spin recruiting calls into business development and how to start the qualifying process.
- **Session 7 - *Qualifying the Big 3 - Matching, Money and Motivation.*** This session will sharpen your ability to dig deep when it comes to discovering if you really have a candidate that belongs in front of your client.
- **Session 8 - *Presenting a Complete Candidate Profile.*** This session will drive home the critical nature of proper candidate submittals. This is what your clients think they pay for, and it has to be perfect.
- **Session 9 - *Telephone Interviews – The Whole Picture.*** This session will direct you on how to prep, debrief and pre-close your candidates to get over the first hurdle.
- **Session 10 - *Personal Interviews – The Last Hurdle.*** This session will concentrate on finishing the deal - how to bring all the pieces together to make a successful placement.
- **Session 11 - *Comprehensive Closing.*** Getting people to take a new job and leave a place where they have been established for years is a hard life choice to make; understand the psychology behind what your candidates are going through so you can gently guide them down the path to new opportunity.



### **Program Cost**

- Program starts at \$395 per student
- Private label courses start at \$5,000 per course

### **Questions? Contact:**

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