

## Courses

### Running and Growing Your Own Recruitment Consultancy

7 day course

### Complete Resourcer

14 day course

### Complete Recruiter

28 day course

### Complete Business Developer

7 day course

### Complete Top Biller

12 week course

### Complete Recruitment Manager

12 week course

### Complete Recruitment Leader

12 week course

# Running and Growing Your Own Recruitment Consultancy

7 days

## The Ultimate Course for Launching Your Recruitment Business/Agency or Increasing Your Turnover and Profits

This course is designed to enable you to launch or grow your recruitment consultancy quickly so you can reap the rewards of your efforts, take control of your earnings whilst being your own boss. There is no better time than the present to take-action and be the driver of your own destiny. Take the leap, embrace change, put aside a week of your time and work on your business, not in it.

### Aims:

This programme gives you the tools, information, support and expert advice to enable you to quickly get your recruitment consultancy off the ground and running, or to help you focus on growing your existing business. The course takes you through a step-by-step approach of what you need to do and when you need to do it, so you operate a legal and ethical Recruitment Business or Agency.

### The programme includes:

- Three days interactive training online.
- Training notes and information guides.
- Creation of a Business Plan and Marketing Plan.
- Access to industry expert video clips and webinars.
- Membership to the BIOR for one year.
- BIOR Certified Recruiter status.
- Employment Contract, Client Terms of Business for permanent and contract/temporary workers.
- Recruitment documentation templates.
- Discounts from suppliers.

### About the Trainer

Alison Mannell Temple MBA MBIOR BIOR Certified Recruiter FREC CertRP has over 25 years' experience in the recruitment and employment industry. She has successfully built-up contract and permanent recruitment desks from scratch, managing up to 320 contractors at any one time.

In 2007 she founded Firebird Training and has been helping recruiters maximise their performance, set up and grow their own recruitment consultancies ever since.

### Cost:

**£1295 +VAT**

Includes Personal Certification & Membership along with template documents.

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The BIOR's 'Complete Series' provide you with a complete talent solution for your in-house training. Based on learning in bite size chunks, at the desk, these accredited CPD courses are proven to maximise potential and fast track performance:

1. **Complete Resourcer** – an introduction to resourcing covering candidate sourcing, qualification & process management (14 day course)
2. **Complete Recruiter** – a thorough 28 module Induction covering every step of the recruitment life cycle (28 days)
3. **Complete Business Developer** – an introduction to new business development focused on how to win quality business (7 day course)
4. **Complete Top Biller** – for senior consultants to take their desks to the next level and maximise revenue opportunities (12 week course)
5. **Complete Recruitment Manager** – an introduction to managing a recruitment team covering all of the core competencies a billing manager needs today (12 week course)
6. **The Complete Recruitment Leader** – essential for those leaders who want to know how to scale their division or recruitment agency (12 week course)

Or buy a 12 month Training Hub contract and get unlimited access to 5 courses via your own Training Hub for a fraction of the cost! (*The Complete Recruitment Leader is not included*).

What makes our courses different? All learners will:

- If they pass, receive a BIOR certificate validating their learning with the post nominal letters Assoc. BIOR used after their names
- Be required to complete course assignments and hit a recruitment target to pass – ensuring theory is put into action at the desks giving you return on investment
- Receive individual professional membership of the BIOR – demonstrating their commitment to best practice
- Have their work assessed by an BIOR experienced recruitment trainer – making our courses the only online courses with personalised tutor contact

## Complete Recruiter – 28 units in 28 days (1 hour a day)

### Agenda Highlights:

- Candidate Sourcing - Head Hunting, Candidate Management
- Business Development - Building your Desk, Making new business calls, Taking a Job spec & Negotiation skills
- Selling Recruitment solutions
- Managing the Interview Process & Closing
- Personal Effectiveness - Managing Time & Your Mind Set, Self-Analysis &
- Essential Law & Legislation - And much much more....

### Learners will be able to:

- Source & Qualify candidates effectively in any market
- Manage candidates through the interview process & build long lasting relationships
- Know how to build their client portfolio using 20 ways of finding jobs
- Win business
- Know which jobs to work and close for commitment
- Manage every stage of the process & close effectively
- Manage themselves for success

### Target Audience:

New starters or those with less than 12 months experience who want to gain a professional accreditation (Permanent or Contract – content covers both processes)

### Cost:

£495 + VAT per learner • £450 + VAT BIOR member

Includes Tutor feedback & Certification. PLUS scripts, templates & training slides

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*'I really enjoyed this course. The feedback was great and to the point, if you did something wrong you were told and how to fix it. The video and a mixture of assignments/quizzes really broke the course up and made it fun'* **Stewart Martinez**

## Complete Resourcer – 14 units in 14 days (1 hour a day)

### Agenda Highlights:

- Candidate Sourcing & Qualification Methods
- Head Hunting
- Presenting roles to engage & excite
- Candidate Management – exclusivity & commitment testing
- Maximising Candidate relationships to create market intelligence
- Preparing Candidates for Interview & Competency Interviewing
- Managing Time & Prioritisation
- Essential Law & Legislation

### Learners will be able to:

- Source & Qualify candidates effectively in any market
- Handle objections from passive candidates
- Build a talent pipeline

- Manage candidates through the interview process & build long lasting relationships
- Prepare candidates to stand out at interview
- Manage their time effectively & prioritise which jobs to work & when

**Target Audience:**

New Resourcers/Researchers or those with less than 12 months experience who want a professional accreditation (Permanent or Contract – content covers both processes)

**Cost:**

£325 + VAT per learner • £295 + VAT BIOR member

Includes Tutor feedback & Certification PLUS scripts, templates & training slides

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*'Very helpful, useful, interesting, and even after working in the industry for two years you learn new things in each unit. The comments from the tutors are incredibly helpful and practical'*  
**Dominique Goncalves**

## Complete Business Developer – 7 units in 7 days (1 hour a day)

**Agenda Highlights:**

- Building your Desk & Mapping your market
- Making new business calls & Presenting your Service
- Presenting candidates to clients
- Objection Handling
- Taking a job spec
- Negotiation skills

**Learners will be able to:**

- Build their client portfolio using 20 ways of finding jobs
- Have a 'BD Mindset'
- Win business making stand out first approach calls
- Know which jobs to work and close for commitment
- Negotiate fees & margins
- Increase their confidence when speaking to new clients

**Target Audience:**

Those new to making business development calls who need to find new clients & jobs in a competitive industry.

**Cost:**

£245 + VAT per learner • £195 + VAT BIOR member

Includes Tutor feedback & Certification PLUS scripts, templates & training slides

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## Complete Top Biller – 12 units in 12 weeks (2 hours a week)

### Agenda Highlights:

- Analyse your Business & Assess the opportunities for extra revenue generation
- Turn a client relationship from supplier to partner status
- Selling Recruitment Solutions – contract & permanent
- Client Meetings & High Impact presentations
- Advanced Influencing skills
- Raising your Profile
- Networking
- Career Planning & Goal setting

### Learners will be able to:

- Assess their desk and know how to close gaps & maximise strengths to increase performance
- Become the 'Partner of Choice' in their sector
- Take control of their business so that 'feast & famine' is eliminated
- Build relationships with client & candidates which generate further opportunities
- Build a long-lasting career

### Target Audience:

Senior Consultants (contract or permanent) that have at least 18 -24 months experience working their desk with existing client relationships to leverage.

### Cost:

£695 + VAT per learner • £645 + VAT BIOR member

Includes Tutor feedback & Certification PLUS access to the Complete Recruiter course for 12 weeks\*

*'I would highly recommend the Top Biller course and Hannah as Tutor! It has been a fantastic learning journey, I've gained a wealth of knowledge, lots of new tools I'm already using and achieving excellent results. The guidance, support and units Hannah has delivered have been excellent and the feedback provided has been valuable to my development. I can't thank Hannah enough for shaping the Recruiter I have now become.'* **Vikki Sutton**

## Complete Recruitment Manager – 12 units in 12 weeks (2 hours per week)

### Agenda Highlights:

- BIOR Management Feedback Survey & Personal Development Plan
- Motivating People
- Managing Emotions in others
- Developing your Team
- Adapting your management Style
- Time Management
- Managing Poor Performance
- Building a Team

### Learners will be able to:

- Grow, develop & manage a team while still recruiting
- Inspire the team through their activity & results
- Train & develop new starters to fast track potential
- Avoid the common causes of staff turnover
- Make their role aspirational & build a team with solid foundations to grow from

### Target Audience:

New managers/team leaders who are still recruiting or those with experience who want a professional accreditation. Those managing a Resource Team OR managing an In-house recruitment function.

### Cost:

£695 + VAT per learner • £645 + VAT BIOR member

Includes Tutor feedback & Certification PLUS tools, templates & training slides

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*Loved it! This has been the most relevant and practically useful course I have done in my professional career to date! The course is really comprehensive and designed by experienced recruitment managers for recruitment managers - you cannot ask for more! Highly recommended! Thanks Hannah for all the advice, support and insights. **Brendan Toner***

## Complete Recruitment Leader – 12 units in 12 weeks (2 hours per week)

### Agenda Highlights:

- ECSI Leadership 360 Feedback Survey & Personal Development Plan
- Business Analysis – identifying the strengths & weaknesses of your team or business
- 6 x 1:1 Telephone Coaching calls with a qualified Executive Coach
- Succession Planning
- Building a High Performing Team
- Managing Conflict
- Adapting your Leadership Style
- Managing your Leadership Brand – internally & externally
- Spotting Trends to get competitive advantage - And much much more...

our **ONLY** course  
that results in  
**Fellowship with  
the BIOR (fBIOR)**

### Learners will be able to:

- Know how their team and the business view them
- Identify key talent and develop future leaders early
- Enhance the client and candidate experience
- Stay ahead of technology advancements
- Build a culture of high performance
- Manage managers
- Improve talent attraction & retention

### Target Audience:

Leaders who are managing a recruitment function/division (not recruiting any longer), Agency business owners who are looking to become hands off and concentrate of running their business OR those managing an In-house recruitment function.



### Cost:

£1795 + VAT per learner • £1695 + VAT BIOR member

Includes Tutor feedback & Certification • ECSI Leadership 360 worth £295 • 6 x 1:1 telephone coaching sessions • Fellowship of the BIOR (fBIOR) • Ethics Champion status

[Book Now](#)

*I have come away from the twelve weeks with new focus, tools and even attitude! This is all down to Hannah's support, guidance and encouragement, for which I am truly grateful. The course itself was exceptionally well thought out, structured and most importantly relevant. **Nick Rawlins, Jacob Thomas Associates***

## BIOR Training Hubs

If your organisation has more than 8 recruiters to train in one year, it is more cost effective for you to have your own training hub. This will give you unlimited access to the following 5 courses:

- The Complete Recruiter
- The Complete Resourcer
- The Complete Business Developer
- The Complete Recruitment Manager
- The Complete Top Biller

### You will be able to:

- Run as many courses as you want for as many people as you want
- Structure when your courses run and timetable the delivery when and how you want it
- Guarantee consistent on-boarding for your business – new starters can start their training on the day they join, instead of having to wait for training dates
- Tutor your courses yourself, reviewing the progress of each learner and closely monitor their development
- Train experienced consultants in your business who want a refresher on certain topics or under performers who have performance gaps
- Train staff in multiple locations, ensuring consistency of on-boarding and continuous development

All learners who complete our BIOR Assessment process and pass a course will receive a BIOR Certificate, can use the letters Assoc. BIOR after their names and receive professional membership of the BIOR for 12 months.

All hubs receive a BIOR Excellence in Developing People award with a certificate to display in your work place and logos to use in your online communications.

Contact us for prices

To discuss prices or organise a free hub demo call [0161 232 0991](tel:01612320991) or email [support@ior.org](mailto:support@ior.org).





**BIOR**

The British  
Institute  
of Recruiters

