



**CAPACITY-BUILDING OF THE GEORGIAN LEADERSHIP
COMMUNITY FOR IMPROVED DECISION-MAKING
AND NEGOTIATION SKILLS**

**HR Professional Training Program
RECRUITMENT**

23-25 March 2011

Tbilisi

**The Georgian Foundation for Strategic and International Studies
3a Shio Chitadze Street**

AGENDA

23 MARCH 10:00 – 14:00	<ul style="list-style-type: none">- Presentation - background and expectations- The recruitment process- 11:00 Coffee, tea- Mapping the present situation- Defining common conceptions- 12:15 Coffee, tea, snacks- Need of development for Georgian ministries- Responsibilities and costs
24 March 10:00 – 14:00	<ul style="list-style-type: none">- Job analysis- 11:00 Coffee, tea- Job descriptions- Job specifications- 12:15 Coffee, tea, snacks- Practical exercise defining requirements
25 March 10:00 – 14:00	<ul style="list-style-type: none">- Attracting candidates- 11:00 Coffee, tea- Searching candidates- Preparations for selection- 12:15 Coffee, tea, snacks- Use of tests and other tools
