



**Institute of
Recruiters**

The Professional Body for Recruiters & HR



Continuing
Professional
Development

**Accredited
Courses** ✓

The Complete Set of Accredited Recruitment & HR Courses

Welcome to the IOR's 'Complete Range' of online and accredited Recruitment and HR training courses.

The Complete Resourcer Agency	The Complete Recruiter Agency	The Complete Business Developer Agency	The Complete Recruitment Manager Agency	The Complete Recruitment Director (FIOR) Agency
The Complete Resourcer In-House	The Complete In-House Recruiter In-House	The Complete Strategic Leader (FIOR) In-House	The Complete Strategic Leader (FIOR) HR	Book a FREE Demo Show Me

Online learning is the quickest, most efficient and cost effective way to train your people, ensuring your organisation has the edge over it's competitors when it comes to training and retaining top talent. Our blended learning approach based on learning in bite size chunks, at the desk, is proven to dramatically improve learner engagement and the retention of training content.

When you invest in an online course with the IOR your consultants will:

- Learn at their desk via the IOR's revolutionary online learning platform Studycourse.org – on the job learning which is flexible and practical
- Receive an IOR certificate validating their learning and letters after their name – Assoc IOR (CPD) or FIOR (Fellow of the IOR)
- Receive individual professional membership of the IOR – demonstrating their commitment to best practice
- Receive on going help, support and individual feedback from their tutor – making our courses the only online courses with personalised tutor contact, improving ROI.

"We are really happy with this course and I will recommend that all new staff take the course as I believe it is very beneficial."

Elizabeth Harris, Branch Manager, Bucks and Berks Recruitment Ltd



Agency Recruiter Courses

The Complete Resourcer

Blended Learning Online with tutor support

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The Complete Recruiter

1hr a day at your desk. Online with tutor support

4

The Complete Business Developer

1hr a day at your desk. Tutor guided course with daily interaction and support.

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Complete Recruiter *Express*

Learn at your desk, in your own time, at your own pace!

5

Training Hub

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Agency Leadership & Management Courses

The Complete Recruitment Manager

1hr a day at your desk for 14 days. Online with tutor support.

8

The Complete Recruitment Director (FIOR)

1 hour per week at your desk for 10 weeks

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In-House Courses

The Complete Resourcer

Blended Learning Online with tutor support

9

The Complete In-House Recruiter

1hr a day at your desk. Online with tutor support

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The Complete Strategic Leader (FIOR)

1 hour per week at your desk for 10 weeks

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HR Courses

The Complete Strategic Leader (FIOR)

1 hour per week at your desk for 10 weeks

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CONTENTS



Agency Recruiter Courses

The Complete Resourcer

14 days – 1 hr per day at the desk with tutor guidance

Content Overview

14 Units covering Candidate Sourcing, Head Hunting, Candidate Qualification & Process Management

Who is this for?

For new resourcers and recruiters who (covering permanent, contract & temp markets)

Costs

£295 IOR members (please contact IOR for your discount code) • £325 non members

To view the full content delivered or to book this course [Click here](#)
or call **0871 288 2108** or email support.team@theior.org.uk

The Complete Recruiter

28 days – 1 hr per day at the desk with tutor guidance

Content Overview

28 Units covering Candidate Sourcing & Qualification, Business Development, Process Management, Personal Effectiveness & Essential Law

Who is this for?

For recruiters with less than 6 month's experience (covering permanent, contract & temp markets)

Costs

£450 IOR members (please contact IOR for your discount code) • £495 non members

To view the full content delivered or to book this course [Click here](#)
or call **0871 288 2108** or email support.team@theior.org.uk



The Complete Business Developer

7 days – 1 hr per day at the desk with tutor guidance

Content Overview

7 Units covering Building your desk, Structuring new business conversations, Objection Handling, Taking a job Spec & Networking

Who is this for?

For resourcers and recruiters who are new to business development (covering permanent, contract & temp markets)

Costs

£195 IOR members (please contact IOR for your discount code) • £245 non members

To view the full content delivered or to book this course [Click here](#)
or call **0871 288 2108** or email support.team@theior.org.uk

Complete Recruiter *Express*

Don't risk your growth - Get your people professionally trained now!

Content Overview

16 Units - A fast paced course to train your new recruiters and get them recruiting quickly!
Covering Permanent, Contract & Temporary markets, consultants will receive 16 Units of learning covering the key steps of the recruitment process.

Who is this for?

For new resourcers and recruiters who (covering permanent, contract & temp markets)

Costs

£295 IOR members (please contact IOR for your discount code) • £325 non members

To view the full content delivered or to book this course [Click here](#)
or call **0871 288 2108** or email support.team@theior.org.uk

Our courses are the only online learning courses with daily tutor interaction – your consultants will complete daily assignments and have their work graded by the tutor, receiving individual feedback and support along with the way – this is a great way to learn and adds extra value. This blended learning approach is proven to dramatically improve content retention ensuring you receive a guaranteed return on investment .



Course: The Complete Recruiter

This certificate recognises that the below mentioned is now an Associate Member of the IOR.

Hannah Keep Assoc IOR (CPD)

And having successfully completed official CPD can now use the acronym Assoc IOR (CPD) after their name and as education on their CV.



1st June 2015
Date of Graduation

Director General



"The course takes excellent care of students due to individual tutor responses to each assignment, with tips and hints about what was good or could be done better. There was a good length of units as well as of the assignments. It had interesting content which was communicated very well, even for a non mother tongue speaker it was easy to understand. Thank you all for that!"

Christoph Ziaja, Janocon Executive, Germany



Training Hubs

If your organisation has more than 6 recruiters to train in one year, it is more cost effective for you to have your own training hub. Your training hub will enable you to train as many people as you want, when you want and gives you unlimited access to the following three courses:

The Complete Resourcer The Complete Business Developer The Complete Recruiter

Hosted by the Study Course online learning platform, your unique training hub will run your courses for you, giving your learners their own learner profile and you the freedom to deliver training as and when you need to. 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

Engagement Options:

1. £300 per month for 12 months – up to 20 users
2. £500 per month for 12 months – over 20 users
3. Customised with your branding and ability to add your own content – contact us for prices

To organise a free demo and learn how a training hub could benefit your organisation please call **0871 288 2108** or email support.team@theior.org.uk

i-Pharm, the leading provider of recruitment solutions to the European and Asia-Pac Pharmaceutical sectors, has become a Complete Recruiter Training Hub to attain high quality accredited training for its new hires, existing team and senior recruiters.

i-Pharm, Europe's leading Pharmaceutical Recruitment Company

Agency Management and Leadership courses

The Complete Recruitment Manager

1 hour per day at your desk for 14 days - tutor guided with daily interaction and support

Content Overview

14 Units covering Roles & Responsibilities, Building a team, Managing your desk, Role Modelling Time Management, Communicating effectively, Motivating Others, Performance Management Monitoring & Analysis, Staff Development, Handling Under performance & Recruitment & Selection.

Who is this for?

Senior consultants who are about to make the step into management, new managers or those with less than 12 months experience.

Costs

£645 IOR members (please contact IOR for your discount code) • £695 non members

To view the full content delivered or to book this course [Click here](#)

or call **0871 288 2108** or email support.team@theior.org.uk

The Complete Recruitment Director

Earns instant IOR Fellowship - 1 hour per week at you desk for 10 weeks – tutor guided with daily interaction and support



Content Overview

10 Units covering Habits of effective strategic leadership, Strategic planning, Developing a profitable team, Developing your people, Growing your business area – succession planning, Performance appraisals, Making commercial decisions.

Who is this for?

New non billing managers or strategic leaders with less than 9 months experience.

Costs

£1,350 IOR members (please contact IOR for your discount code) • £1,395 non members

To view the full content delivered or to book this course [Click here](#)

or call **0871 288 2108** or email support.team@theior.org.uk

“Good business leaders create a vision, articulate the vision, passionately own the vision, and relentlessly drive it to completion”.

Jack Welch, Author, Commentator, and Executive Chairman

In-house Courses

The Complete Resourcer

14 days – 1 hr per day at the desk with tutor guidance

Content Overview

14 Units covering Candidate Sourcing, Head Hunting, Candidate Qualification & Process Management

Who is this for?

For new resourcers and recruiters who (covering permanent, contract & temp markets)

Costs

£295 IOR members (please contact IOR for your discount code) • £325 non members

[To view the full content delivered or to book this course Click here](#)

or call **0871 288 2108** or email support.team@theior.org.uk

The Complete In-House Recruiter

28 days – 1 hr per day at the desk with tutor guidance

Content Overview

28 Units covering The different In-house models, An overview of RPO/MSP models, Building a recruitment strategy, Workforce and recruitment planning, Interview techniques.

Who is this for?

Perfect for In-House recruiters, resourcers and talent professionals.

Costs

£650 IOR members (please contact IOR for your discount code) • £695 non members

[To view the full content delivered or to book this course Click here](#)

or call **0871 288 2108** or email support.team@theior.org.uk

The Complete Strategic Leader

Earns instant IOR Fellowship - 1 hour per week at you desk for 10 weeks – tutor guided with daily interaction and support



Content Overview

10 Units covering Habits of effective strategic leadership, Strategic planning, Developing a profitable team, Developing your people, Growing your business area – succession planning, Performance appraisals, Making commercial decisions.

Who is this for?

New non billing managers or strategic leaders with less than 9 months experience.

Costs

£1,350 IOR members (please contact IOR for your discount code) • £1,395 non members

[To view the full content delivered or to book this course Click here](#)

or call **0871 288 2108** or email support.team@theior.org.uk

HR Courses

The Complete Strategic Leader

Earns instant IOR Fellowship - 1 hour per week at you desk for 10 weeks – tutor guided with daily interaction and support



Content Overview

10 Units covering Habits of effective strategic leadership, Strategic planning, Developing a profitable team, Developing your people, Growing your business area – succession planning, Performance appraisals, Making commercial decisions.

Who is this for?

New non billing managers or strategic leaders with less than 9 months experience.

Costs

£1,350 IOR members (please contact IOR for your discount code) • **£1,395** non members

To view the full content delivered or to book this course [Click here](#) or call **0871 288 2108 or email support.team@theior.org.uk**

Learning with StudyCourse.org

StudyCourse.org is an online learning platform that has revolutionised the online learning experience for the learner – it is simple, easy to follow with regular tutor interaction.

Your learners will:

- Have their own learner login and create their own profile
- Receive clear daily instructions so they know what to learn and when
- Complete and upload assignments to their profile for the tutor to grade and give individual feedback and support
- Watch training videos for each training topic created by industry experts that are quick, informative with the depth you would expect from class room training
- Have access to detailed course materials – training slides, hand outs, scripts, forms and plans to aid their learning
- Complete quizzes and compete to gain number one spot on the quiz leader boards
- Interact with each other and the course tutor in the forums gaining extra support and guidance along the way

Online learning is the quickest, most efficient and cost effective way to train your people ensuring your organisation has the edge over it's competitors when it comes to training and retaining top talent.



To organise a free demo and learn how a training hub could benefit your organisation please call **0871 288 2108** or email support.team@their.org.uk