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# Attracting and Retaining Diverse Talent: EDI Training for Recruiters

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Recruitment, Selection, Shortlisting and more



Equality and Diversity UK  
[www.equalityanddiversity.co.uk](http://www.equalityanddiversity.co.uk)

## **Attracting and Retaining Diverse Talent: EDI Training for Recruiters**

**Course Overview:** This training programme is designed to equip members of staff responsible for recruitment with the knowledge, skills, and strategies to attract, interview, and select candidates in an inclusive manner.

By understanding the significance of their role in promoting diversity, equity, and inclusion (EDI), participants will learn how to create a more diverse workforce and ensure an inclusive recruitment/selection process.

The course covers essential aspects of inclusive recruitment, such as the importance of diversity, effective interview techniques, talent retention, inclusive onboarding, and engagement with target demographics.

### **Course Aims: This course aims to:**

- underscore the significance and benefits of inclusive recruitment practices.
- provide participants with practical strategies for crafting inclusive job adverts, shortlisting, and interviewing candidates.
- explore methods for retaining diverse talent and fostering an inclusive work environment.
- develop an understanding of effective and inclusive onboarding practices.
- enhance participants' ability to engage with and understand target demographics.

### **Course Outcomes: By the end of the training, participants will be able to:**

- Recognise the importance of their role in promoting EDI through the recruitment process.
- Employ inclusive interview questions and techniques that contribute to fair assessment.
- Implement strategies to retain diverse talent within the organisation.
- Design and execute an effective and inclusive onboarding process.
- Identify strategies to better understand and engage with various target demographics.

## **Course Content:**

### **Morning Session (10:00 AM - 12:30 PM):**

Introduction to the importance of inclusive recruitment and its impact on organisational success.

The business case for diversity: Understanding the benefits of a diverse workforce.

Crafting inclusive job adverts: Language, imagery, and representation.

### **Delegate Activity 1: Analysing job adverts for inclusivity and identifying potential improvements.**

- Shortlisting with an inclusive lens: Recognising bias and establishing fair evaluation criteria.
- Inclusive interview techniques: Behavioural questions, situational judgment, and skills assessment.

### **Delegate Activity 2: Case studies: inclusive interview scenarios and providing constructive feedback.**

### **Lunch Break (12:30 PM - 1:00 PM)**

### **Afternoon Session (1:00 PM - 3:30 PM):**

**Strategies for talent retention:** Creating an inclusive work environment and growth opportunities.

**Fostering inclusive onboarding:** Welcoming new hires and setting them up for success.

**Effective communication with diverse demographics:** Tailoring outreach and engagement.

**Strategies for engaging underrepresented groups:** Building networks and partnerships.

**Developing cultural competence:** Understanding and appreciating diverse perspectives.

**Creating an inclusive recruitment toolkit:** Practical takeaways for participants.

**Q&A and open discussion:** Addressing participants' questions and sharing insights.

## **Delegate Activities:**

**Morning Activity:** Participants will work in groups to evaluate existing job adverts for inclusivity and propose revisions.

**Afternoon Activity:** Case Study scenarios will allow participants to practice conducting inclusive interviews, followed by peer feedback and group discussion.