

# Learn the Best Methods to Create Your A Team

## Day 1: Topgrading Immersion

Day 1 is filled with immersion into the key Topgrading steps. Each step is fully explained, with exercises and demonstrations to give you a feel for how all the parts fit together.

### Our unique definition of A Player

- What kind of A Players does your organization need?
- The myths and realities around building a team of great people

### Impact of the Status Quo

- Calculating your hiring success
- Measuring the impact of non-A Players at various levels
- Why achieving big goals is such a struggle; how Topgrading makes it simpler

### A Selection Process that Produces Dramatic Results

- 5 key hiring steps that solve the biggest hiring problems

### Action Steps

- Define your Target – Job Scorecards are clearer than job descriptions
- Best recruitment methods – use your network for passive candidates Screen Candidates –
- the TORC “truth motivator,” PreScreen Snapshot that saves you a lot of time, and the Phone Screen Interview

## Day 2: Create a Job Scorecard and Deeply Understand Finalist Candidates

Day 2 is devoted to hands-on experience. Participants will create a Job Scorecard and conduct the most important step in Topgrading – the Topgrading Interview.

### Conduct the Tandem Topgrading Interview

- 24 “dos” and “don’ts”
- Analyze the Career History Form information  
How to probe for deeper meaning Note taking

### After the Tandem Topgrading Interview

- Analyze notes
- Rate the candidate on Competencies
- Review the Job Scorecard vis a vis your conclusions
- Decide to move ahead or not
- Verify what you’ve seen and heard in candidate-arranged reference calls
- Engineer Success - Coach your new hire

### Put it all together - Implementing Topgrading

- How to use Topgrading right away
- Get set up for TOLS
- Contact us with any questions



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For more information and to register, visit <https://www.topgrading.com/workshops>