

Two-Day Workshop Agenda

Day 1, 9:30am-4:30pm CT: 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, helpful 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

- Calculate your hiring success
- Calculate 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

- Key hiring steps that solve the five biggest hiring problems you face every day

Action Steps

- Define your target – Job Scorecards are clearer than job descriptions
- Best recruitment methods – use your network to attract passive candidates

Day 2, 9:30am-4:30pm CT: Deeply Understand Finalist Candidates

Day 2 is devoted to the most important step in Topgrading – the Topgrading Interview and what happens after that interview.

Conduct the Tandem Topgrading Interview

- 24 “dos” and “don’ts” to connect with candidates, earn trust, and inspire candid responses
- Analyze the Career History Form information, a very thorough career history form candidates happily agree to complete if you and the candidate want to continue after the Phone Screen Interview. The software generates the Topgrading Interview Guide that guides you through your Topgrading Interview. Use it on line and take notes at your computer or print it out and write notes in spaces provided
- 15 brilliant probes to elicit the most revealing responses
- Note taking – how to maintain rapport *and* take good notes

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

- Use Topgrading right away: track use of the methods and hiring progress with measurements
- Get set up on Topgrading software

Contact us with any questions