

Workshop: Recruiting People and Building Teams

Over two half days, you will learn about two closely connected aspects of growth – hiring new people and building a strong and resilient team. For hiring staff, the workshop covers the identification of new and key positions, identifying good candidates, interviewing, creating comprehensive job descriptions, and implementing effective and flexible hiring processes. On team building, topics will include setting and meeting short and long-term goals, cooperation, decision-making, performance managers and reviews – including letting people go. Discussions will take place on training (career development), promotion and remuneration and incentive packages. The workshop – designed explicitly for EIC pilot participants commencing and/or accelerating their growth phase – will help companies effectively and efficiently add the best people and develop strong teams.

The EIC Academy offers multiple workshops for small companies funded by the EIC pilot - [see the calendar](#).

Comments from previous workshops...

“very well structured...”

“content was excellent, covering both basics and adding useful practical cases, examples, suggestions and tools...”

“A huge amount of information was packed in over a short few hours”

“very prepared both on theory and real-world experience”

“appreciated that (the trainers) work with SMEs and start-ups”

“I already have practical tips that I can start using today”

“(networking was) wonderful...”

“We shared experiences both on the workshop and on other issues”

“it was a very good experience... I'll keep in contact”

05-06 December, Paris

Register

Who should attend?

The workshop is aimed at companies funded by the European Innovation Council (EIC) pilot. Attendees will be members of the senior management team who are responsible for fast and sustainable growth throughout their companies. They should already be recruiting, or about to recruit, senior and middle management specifically to aid growth and expansion, and develop effective team working in one or more centres.

Bring your coach!

We highly recommend inviting your coach, to maximize the impact on your business. When business and organisational development are part of the coaching plan, your coach may attend to work with you through these topics. We will issue a separate coaching contract for that.

MORE INFORMATION

ec.europa.eu/easme/sme
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What will you learn?

Delegates will discover the best approaches for specifying, budgeting, finding and “onboarding” new employees and ensuring they both fit with, and work well with existing teams. Specific processes will be outlined on how to recruit new talent to your organisation while retaining its particular ethos and personality. Monitoring staff effectiveness, and replacing redundant or ineffective people will be discussed, as well as developing and implementing effective and efficient structures for rewards and incentives. Ways of recruiting and maintaining quality and performance will be covered, as well as planning and budgeting. Employment law and terms and conditions will be discussed in general but not in detail as these differ across the European Community.

Specifically, topics addressed will include:

- identifying new positions, developing effective job descriptions
- skills and knowledge gap analysis for the present and future including profiling tools
- selecting and recruiting senior, technical and administrative staff
- setting up and managing a time- and cost-effective search and recruiting process
- finding and using headhunters, recruitment consultants and online services
- setting and monitoring expectations and KPIs for existing and new staff
- remuneration, incentives and dismissal best practice and examples
- performance reviews, grievance procedures, and mediation
- teambuilding, collaboration and cooperation, particularly with remote working
- using investors, board members, networks for recruiting high-quality talent
- retaining and developing the company ethos and unique ways of working

Agenda

Day one 13:00 to 17:30

Delegates are invited to present their own business situation, and their general and specific challenges in respect of human resources, skills and knowledge. The workshop will then cover the theory and practice of recruitment, including developing an effective recruitment process, from the job description to onboarding. Other topics will include examples of best practice for shortlisting, interviewing, remuneration and incentive packages, performance setting and monitoring, career development, and reviews. Additionally, based on the specific situations of the delegates' companies, the workshop will cover searching, using consultants, and dismissal processes. Finally, there will be a session on developing effective and efficient teams, with special reference to the particular challenges of fast growth in small and informal organisations. Where possible, case studies will be used based on SMEs.

Day one 19:30 to 22:00

Informal networking dinner for all delegates, the workshop presenters, coaches and local EIC pilot supporters

Day two 08:30– 12:30

An initial discussion will expand the points made the previous day, and their relevance to the delegates' own situations, now and in the future. Delegates will work in teams to collectively develop responses to specific prioritised challenges. Teams will report on their outcomes, and these will be critiqued by the presenters, and by attending coaches. Additional discussions – dependent on the relevance to, and interest of, the attending companies – may cover how to evolve and upskill the senior management team, how to leverage existing and potential for directors, and planning for new remuneration packages and staff incentive schemes.

MORE INFORMATION

ec.europa.eu/easme/sme
#EU_EIC @H2020SME

After the event

Delegates will receive a full copy of all the presentation materials, plus the following support materials, specially developed to complement this Academy training module:

- Use case ROBOTAIR - Missed integration
- Use case DISCOVERY TECH- The necessary trauma
- Use case DISCOVERY TECH- Definition of the needs
- Use case DISCOVERY TECH- Analysis of the team
- Job Description Template
- Exercise - Analyze your own team

About the trainer

Eléonore Venin is a EIC coach herself, with many years of experience in supporting and sustaining companies across Europe, particularly in innovation project engineering and funding. She has a Master's Degree from Sciences Po and studied law at the Sorbonne. With the help of experts from the SME Instrument Academy, she has put together this workshop with one aim: to make sure you find, hire and reward the very best people for your growth team.

Logistics

The workshop will be delivered to an audience of 10-15 companies (with coaches ≈ 20 attendees), over a two-day midday-to-midday period.

Date: 05–06 December 2018

***Location:** Paris Region Entreprises, Bâtiment 28, 11 Rue de Cambrai, 75019 Paris, France

Hotels: Near the location, there are many hotels, at all price levels

* This address may change. In that case you will be promptly notified.

Registration

Attendance is restricted to small companies funded by the EIC pilot. EASME reserves the right to restrict participation. There is no cost for attendance, but places will be limited to one per SME, and we expect that only senior employees of the company will be proposed as attendees. To register, please use the **SME dashboard**, where you will find an application form. Should this session be fully booked, we will inform you about future repetitions.

Additional information

Please contact the EIC Academy (contact@phase3-services.eu) if you have any queries on this workshop, or on other events presented by the EIC Business Acceleration Services

Workshop: Recruiting People and Building Teams,
by the EIC Academy, Eléonore Venin, founder I&S
PARTNERS.

Register