

SESSION AT A GLANCE

COURSE NAME

The Role of a Talent Management Coordinator

FACILITATION

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COURSE LENGTH: 2.5 HOURS

COURSE DESCRIPTION

This course will introduce the *Staffing Management* series by describing the role of Talent Management Coordinators and how they fit in WSU's Client Services division. An introduction to WSU's Talent Management model will be given with a focus upon the importance of staffing in any organization's success. Participants will review the areas in which Talent Management Coordinators can best contribute to achieve success and will highlight personal areas of strength and opportunity in a personal development plan.


LEARNING OBJECTIVES

As a result of this module, **Talent Management Coordinators** will be able to:

- Understand the WSU Client Services mission, vision and strategic direction and how their role fits within the organization
- Identify knowledge, skills and abilities that will contribute to the success of this position
- Embody the service expectations for all members of Client Services
- Describe WSU's Talent Management model and bring each component to life by illustrating activities that could be conducted
- Determine the importance of staffing decisions by calculating the cost of a bad WSU hire

PRE-REQUISITE

Prior to this module, it is recommended participants complete:

- **Pre-workshop questions** (page 3). Please bring the page with you to class - it's OK to not put your name on it.
- Accelerate eCourse [Talent Management Basics](#) module: **The Importance of Talent Management**, 17 minutes. (ID: mgmt_18_a01_bs_enus). This is a great introduction to talent management. To access it:
 1. Log in to **Pipeline**.
 2. Click on the **Employee** tab.
 3. Click on the **Accelerate** icon on the bottom right.
 4. Search "*Talent Management Basics*" or click on the hyperlink above.
 5. Click on the  to play.
 6. When the menu appears listing each module, select only "*The Importance of Talent Management*"

ADDITIONAL RESOURCES

There are several eLearning resources available through Accelerate Employee Development Tools (AEDT) to supplement this course. The recommended eLearning resources listed below are not required for this course but are helpful references you can refer to as needed.

- [The Talent Management Handbook: Creating a Sustainable Competitive Advantage by Selecting, Developing and Promoting the Best People, Second Edition](#) by Lance A. Berger and Dorothy R. Berger, 2011 (ID: 40059)
- [One Page Talent Management: Eliminating Complexity, Adding Value](#) by Marc Effron and Miriam Ort, 2010 (ID: 37309)
- [HR as Business Partner: Managing Talent for Organizational Success](#), 1 hour eCourse (ID: hr_07_a03_bs_enus)

The Role of the Talent Management Coordinator Pre-Workshop Questions

Please bring this completed worksheet with you to class. It will help to prompt discussion during the session as well as provide great input for OED when crafting the subsequent courses in the series. Please be sure to make note of what you hope to learn or goals you would like to address after the class.

1.) Have you ever been responsible for hiring someone at WSU? What posed the most challenge?

2.) What success strategies have you found most helpful? _____

3.) What characteristics make a great candidate for WSU? _____

4.) What do you hope to learn from this series? _____

Any other thoughts? _____
