Accessible Hiring Practices Training Course

Professional Development Training Course Outline

Category	Human Resource Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Inclusive hiring is no longer optional it’s essential for organizations striving to remain competitive and socially responsible in the modern workplace. Accessible Hiring Practices Training Course equips HR professionals, managers, and recruiters with the tools, knowledge, and strategies to foster diverse, equitable, and accessible recruitment processes. Participants will learn how to remove barriers, comply with accessibility standards, and attract top talent from a wide spectrum of abilities, ensuring that every candidate has a fair and equitable opportunity.

This training focuses on practical, actionable strategies for creating an inclusive hiring environment. Through case studies, real-world scenarios, and interactive modules, participants will develop expertise in accessible job postings, inclusive interview techniques, and reasonable accommodations. By the end of this course, organizations can confidently implement accessible hiring practices, improve employee engagement, and strengthen their employer brand as a diversity-forward organization.

Programme Curriculum

Accessible Hiring Practices Training Course

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Course Duration

5 days

Course Objectives

1. Understand the principles of inclusive hiring and workplace accessibility.
2. Identify and remove barriers in recruitment processes.
3. Develop accessible job descriptions that attract diverse talent.
4. Implement assistive technologies for candidate engagement.
5. Conduct bias-free interviews and fair candidate assessments.
6. Learn legal compliance for ADA, EEOC, and accessibility regulations.
7. Apply reasonable accommodations in recruitment and onboarding.
8. Foster inclusive employer branding to attract diverse talent pools.
9. Develop metrics and KPIs to measure accessibility effectiveness.
10. Integrate diversity, equity, and inclusion (DEI) strategies into hiring.
11. Use inclusive onboarding practices to support employee retention.
12. Leverage data-driven recruitment tools for accessibility improvements.
13. Build sustainable accessible hiring frameworks for long-term impact.

Target Audience

1. HR Managers & Recruiters
2. Talent Acquisition Specialists
3. Diversity, Equity & Inclusion (DEI) Officers
4. Hiring Managers & Team Leads
5. Learning & Development Professionals
6. Organizational Development Consultants
7. Career Coaches & Advisors
8. Compliance & Legal Teams

Course Modules

Module 1: Introduction to Accessible Hiring

- Importance of inclusive recruitment
- Understanding accessibility in the workplace
- Benefits of diverse hiring practices
- Global accessibility standards overview
- **Case Study:** How a tech company increased applications from disabled candidates

Module 2: Removing Barriers in Recruitment

- Identifying physical, digital, and systemic barriers
- Accessible job postings and application portals
- Inclusive language in recruitment communications

- Universal Design for Hiring principles
- **Case Study:** Retail company redesigning its hiring process for accessibility

Module 3: Bias-Free Interviewing Techniques

- Recognizing unconscious bias
- Structured vs. unstructured interviews
- Interviewing candidates with disabilities
- Inclusive communication strategies
- **Case Study:** Banking sector implementing bias-free interviews

Module 4: Legal Compliance & Accessibility Standards

- ADA (Americans with Disabilities Act) overview
- EEOC regulations and reporting requirements
- Accessibility audits for recruitment
- Mitigating legal risks in hiring practices
- **Case Study:** Healthcare organization achieving compliance through audits

Module 5: Assistive Technologies in Hiring

- Screen readers and accessibility software
- Video interview platforms with accessibility features
- Automated resume screening for inclusivity
- Tools for candidates with cognitive, visual, or hearing impairments
- **Case Study:** EdTech startup implementing assistive technology in recruitment

Module 6: Reasonable Accommodations

- Identifying accommodation needs
- Communicating accommodation policies
- Adaptive interview setups
- Inclusive onboarding processes
- **Case Study:** Manufacturing company supporting employees with mobility impairments

Module 7: Inclusive Employer Branding

- Crafting diversity-friendly job ads
- Showcasing accessibility initiatives on social media
- Inclusive marketing and recruitment campaigns
- Employee testimonials and storytelling
- **Case Study:** Global firm improving employer brand with accessibility campaigns

Module 8: Metrics, Evaluation & Continuous Improvement

- KPIs for accessible hiring practices
- Collecting candidate feedback on accessibility
- Benchmarking against industry best practices
- Continuous improvement loops for recruitment
- **Case Study:** E-commerce company using data to increase hiring accessibility

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

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