

Workshop Summary

The interview is frequently perceived simply as a selection device but, in actual fact, the successful interview is a vital tool of management, which requires both good people management skills and substantial preparation. To this end, while the Workshop gives an insight into the skills common to most interviews its particular focus is on recruitment and selection. It also addresses the considerations that are necessary in the process of recruitment - identifying the vacancy, making the right choices, etc - and shows how the outcome of the interview can directly impact on business performance. The programme includes a series of case studies and also role-plays

Who Should Attend

Anyone likely to take part in recruitment and selection; those new to the personnel function; anyone concerned with the management of staff.

Benefits to You and Your Organisation

By the end of the Workshop, participants will be able to:

- Prepare and conduct selection interviews with confidence
- Undertake a structured approach to interviewing
- Employ the skills that are essential for a good interview
- Use the interview to improve business performance

ESSENTIAL INTERVIEWING SKILLS For Recruitment & Selection (MD4)

A Practical One Day Workshop, taking the gamble out of the selection process

Workshop Contents

- Key Interview Skills: Rapport Building; Questioning and Listening; Probing and following up promising answers; Pacing and Timing; Taking Notes
- The Recruitment and Selection Process - Before the Interview: Filling a Vacancy; Selection Rules and Regulations; Job Specifications: Attracting the Applicants
- The Interview: Why Interview? Short-Listing; Setting up the Interview; The Role of the Interviewer; Constructive Questioning ; Recording what you hear at Interview
- After the Interview; Assessing candidates against Selection Criteria; Who to Employ?
- Understanding the Law
- Interview Practice
- Personal Action Planning

Follow Up Workshops

People Management Skills – Motivation, Delegation and Communication (MD2)

Any of our Workshops can be tailored and delivered In-Company. Contact us for more details.

Dates: On Application

Fee £349 + VAT

'Please note the above Workshop requires minimum attendance numbers'