

Courses Described

Interview & Questioning Skills

Course Objective:

To provide you with knowledge and practical skills that will enable you to conduct effective interviews and thereby improve your ability to make effective selection decisions.

Course Content:

- ✓ Effective Selection Interviewing Defined, Why Bother
- ✓ The Essential First Step: Job Analysis - the link to the Job Description
- ✓ Qualifications and Experience – Downside
- ✓ One to One or Panel Interviews
- ✓ The Practicalities: Prepare and Conduct
- ✓ The Big Question: What questions?
- ✓ What about the prepared candidate?
- ✓ Evaluation; what does this answer mean?
- ✓ Your Cultural and Other Prejudices
- ✓ Non Verbal Communication
- ✓ Pitfalls

For Whom:

All those required to conduct selection interviews

Duration:

1 day