

Managing HR Issues - Interviewing Skills

Duration: 1 day

This highly interactive and practical workshop has been designed to deliver a set of skills to team leaders, supervisors or managers.

The workshop features step-by-step instructions where participants will walk through and learn the process of planning, recruiting, interviewing and hiring the right person for the right job.

It highlights the key roles and documents required to ensure that your company's recruitment process positively reflects the image you wish to convey; enabling delegates to design a process appropriate to their organisation's needs.

It has been designed for individuals who are new to recruitment interviewing, or for those who wish to 'formally' develop their skills. Practical tools and approaches will be highlighted along with the opportunity to practice skills taught via role play.

As a result of attending this workshop, delegates will be able to:

- Engage in and handle face-to-face interaction
- Understand and comply with legal rules and guidelines
- Prepare effective and easy interview preparation steps
- Develop an interviewing strategy; how to open and close an interview
- Uncover the areas in which the interviewee needs improvement and has strengths
- Establish a selection standard for employment

Pre requisites

There are no prerequisites for this course