

Training Title

RECRUITMENT AND SELECTION SKILLS

Training Duration

5 days

Training Venue and Dates

REF ML013	Recruitment and Selection Skills	5	27 – 31 October, 2019	\$4,250	Dubai, UAE
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In any of the 5 star hotels. The exact venue will be intimated upon finalizing.

Training Fees

4,250 US\$ per participant for Public Training. Fees Includes Course Materials/Handouts, Tea/Coffee, refreshments, International Buffet Lunch.

Training Certificate

Define Management Consultants Certificate of course completion will be issued to all attendees.

TRAINING DESCRIPTION

The selection of personnel for the right career is like any other management decision – an investment that is expected to pay off.

Good placement decisions depend heavily on effective interviewing, and the course is based on the principle that competency profiling and identification are the best predictors for future success.

The highly structured approach of this course also provides delegates with a useful desk reference and a full set of interviewing sheets ready to begin 'Interviewing for Success'

WHO SHOULD ATTEND

All managers who are involved in recruiting and HR personnel, who need to develop their skills with an objective and thorough approach to the interviewing technique, will benefit greatly.

TRAINING METHODOLOGY

Highly Interactive program with exercises, individual approach and group role playing alternate with practical statements based on theory and supplemented with practical tips based on actual experience. During the course the first draft of a strategic plan at company or department levels will be made by the participants. Power point presentation will be presenting the main points with appropriate time for discussions. Videos, Exercises, Role Plays will be there to provide practical experience, and case studies to support different ideas will be supporting the learning. Participants will be encouraged to bring their own

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experiences and challenge the learned concepts and practices. The course is based on a combination of interactive activities - group and individual exercises, case studies, role plays and discussions - along with formal inputs. Trainee centric methodology, using case study and role playing techniques. Using daily life tasks as an example for time management skills and apply it to the clients' routine life on social and professional sides.

OUTLINE

Day 1 – PREPARING FOR INTERVIEWING ACTIVITIES

- Job Descriptions
- Job Specifications
- Person Specifications
- Based Job Profiling
- Writing Job Advertisements

Day 2 - PLANNING AN INTERVIEW

- Developing a Job Profile
- Listing Responsibilities and Tasks
- The Job Profile Worksheet
- Determine Hiring Competencies
- Identify Knowledge and Skills (Capabilities)
- Identify Attitudes
- Specify Musts and Wants
- Prepare for the Interview
- Identify Focus Competency Areas
- Write Focus Questions
- Planning Sheet

Day 3 - CONDUCTING AN INTERVIEW

- Opening the Interview
- Focus Questions on Required Competencies
- Gather Information
- Probe for Evidence of Competencies
- Open probes
- Closed Probes
- Probing Strategies
- Questioning and Listening Skills
- Maintaining Silence
- Observe Non-Verbal Clues to Competencies
- Process Information

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- **Confirm, Refocus and Clarify**
- **Personal Biases**
- **Closing the Interview**
- **Summary**

Day 4 - EVALUATION AND SELECTION

- **Introduction**
- **Identify Useful Evidence of Competencies Displayed**
- **Clarity, Relevance and Adequacy of Competencies**
- **Assessing Applicants**
- **Evaluating interviewing Worksheets**
- **Making Hiring Decision**
- **Select Best Applicant Based on Competency Ranking**
- **Summary**
- **Glossary**

Day 5: TYPES OF INTERVIEWS

- **Dos and Don'ts for the interview**
- **One-to-one interviews**
- **Panel interviews**
- **Assessment Centre**

NOTE:

Pre & Post Tests will be conducted

Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.

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