

Training Title

RECRUITMENT, INTERVIEWING AND SELECTION SKILLS

Training Duration

5 days

Training Venue and Dates

REF ML013	Recruitment, Interviewing and Selection	5	28 Oct – 01 Nov	\$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 Consultancy & Training 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

A highly interactive combination of lecture and discussion sessions will be managed to maximize the amount and quality of information, knowledge and experience transfer. The sessions will start by raising the most relevant questions, and motivate everybody finding the right answers. The attendants will also be encouraged to raise more of their own questions and to share developing the right answers using their own analysis and experience. All attendees receive a course manual as a reference.

This interactive training workshop includes the following training methodologies

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work& Practical Exercises
- 20% Videos& General Discussions

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
- 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

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



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