Interviewing Skills

Course Overview

Interviewing Skills is an interactive training program designed to give you a highly practical insight to develop skills needed to conduct different types of business interviews based upon defined competencies that drives performance and how to craft questions around core, leadership and functional competencies; prepare the interview questions peppered with lots of practices. Moreover it will help you to address the common mistakes that most hiring managers' commit such as conducting an unstructured interview or the contrast error pitfall.

Course Outline

- The Nature of Competency-based Approach
    - Understanding different competency levels
    - Learning how competency models are structured
    - Comprehending the difference between traditional interviewing and competency-based one.
- Preparing fo Structured Interviews
    - Developing competency based questions
    - Avoiding leading and commonly asked questions
    - Preparing benchmark answers
- Conducting Interviews
    - Building rapport with the interviewees
    - Using different behavior-based questions to asses and evaluate the required level of competencies
    - Listening to the interviewees' voice and understanding their body language clues
    - Taking notes which enables fair and coherent evaluation
- Closing and Evaluation
    - Learning how to professionally close the interview
    - Evaluating and assessing the appropriateness of the candidate to the required job.

Training Methodology

- A balanced use of mini lectures, cases studies, role plays and group discussions.
- Participants would be given opportunities to prepare and perform interviews using realistic scenarios.

Learning Objectives

Upon completion of this course, participants will be able to:

- Learn how competency models are structured
- Prepare structured interview questions based on competencies
- Build rapport and encourage interviewees to talk
- Use different types of questions (behavioral, situational, job-related, stress and puzzle)
- Observe the non-verbal signs (body language and voice) of the interviewees
- Learn how to take short, useful notes during the interview
- Fairly evaluate different candidates and avoiding the contrast error
- Avoid the common interviewing pitfalls and selection errors

Who Should Attend

- HR managers
- Recruitment and Selection Specialists
- Line managers
- Executives and other individuals who are likely involved in the selection process and are keen to harness their interviewing skills

Our curriculum is designed to provide step-by-step practical guide on how to prepare, conduct and close a professional interview.

Course Duration: Two days from 9:00AM to 4:00PM

Registration Deadline: One week before the course date

Course Fees

- 2000 EGP (Registration is confirmed only upon payment)
- Fees include materials and attendance certificate
- Complimentary coffee breaks and light lunch

Course Venue

Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

For Registration

- Logon to www.topbusiness-hr.com/Course_Register to fill a registration form. Alternatively you can request a registration form by mail from: training@topbusiness-hr.com.
- Payment should be made one week prior to course.
- Payment by cheque in Top Business's name or cash to our address.

For More Information

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