

Interviewing Skills

- Get the right person in the right job -

Quaestus Consulting

TRAINING CLUB



Quaestus Training Club

This course is one of a suite of 1 and 2-day workshops offered by Quaestus Training Club.

Join Training Club and become part of a local community of leading organisations, where you know the trainers, get involved in the design of high quality workshops and immerse your employees in a stimulating training environment.

For more details visit our website www.quaestus.co.uk or call Linda Wilkinson on 01752 300192 now.

Successful completion of this 2-day workshop will give you 12 hours of CPD points accredited by the Solicitors Regulation Authority.

Overall Objective(s)

To ensure that participants can carry out quality Selection Interviews and contribute effectively to their company's Selection Process.

Who Should Attend?

Participants should have had some prior experience of selection interviewing or at least have observed selection interviews. It is preferable that participants will be able to put the skills they have learnt on the course into practice as soon as possible after the event. This is an intermediate level course, which will re-enforce and expand on the basics of good interviewing techniques.

Learning Outcomes

At the end of the two days participants will:

- Be able to effectively plan interviews so that evidence is collected in order to match candidates with specifications
- Be able to effectively conduct interviews using the skills to acquire the information and evidence of competencies required
- Understand how to encourage quiet interviewees to talk through effective encouragement and questioning
- Understand how to control highly talkative interviewees to ensure they reply to the question as intended
- Be able to evaluate the information gleaned from the interview in order to make a selection decision
- Understand the implications of the employment law relevant to the selection process

Course Dates

TBA

Timings

0900 – 1630 with mid morning and mid afternoon breaks and an hour for lunch.

How to Book

Either on-line at www.quaestus.co.uk or Telephone: Linda Wilkinson on 01752 300192

Two Day Content

Course content will include:

- Drawing up the selection criteria
- Types of Selection Interview and the different roles within each
- The skills required in interviewing: listening, questioning, body language
- Types of questioning and their purpose
- Planning the Interview
- Managing the Interview
- Effective note taking during Interviews
- Evaluating candidates and making selection decisions
- The essential relevant employment law

Course Design and Methodology

The two days will be a combination of:

- Lecturer input – but very participative and interactive for the participants
- Practical exercises
- Role Play
- Video recording of practice interviews may be used.

Pre-Work

Participants should have researched and be familiar with their company's recruitment and selection procedure and should bring with them examples of job descriptions, person specifications and some copies of recently placed recruitment advertisements, whether external or internal.

Cost

Members will use their membership entitlement accordingly.

For Non Members, the Pay As You Go cost for individual 2-day workshops is £495 (+ VAT)

(Cost includes refreshments, lunch and delegate materials).

The Trainer – Wendy Richards Wood

Wendy is an accomplished presenter, trainer and people manager, who has over 25 years' experience as a HR Management professional, having operated at director level for a number of those years.

She has both operational and strategic experience, gained mainly in the private sector, including taking a company from start-up to flotation. She moved to Devon with her husband from Cambridge ten years ago and spends any spare time dancing with the 'Green Willow Clog' team. She is a Chartered Fellow of the CIPD and has a Masters Degree in Law and Employment Relations.

Other courses offered by Quaestus Training Club:

2-day events

Effectiveness at Work
Influencing & Negotiating Skills
Leadership Skills
Presentation Skills
Problem Solving & Decision Making
Project Management
Report Writing Skills

1-day events

Time Management Skills
Assertiveness Skills
Managing Positive Meetings
and look out for our other 'Specials'....

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