

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.

"You never get a second chance to make a first impression."

Unknown

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

Please refer to latest schedule.

Timings

0915 – 1630 with mid morning and mid afternoon breaks and a short break 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

This will include:

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

All available via our new on line training platform.

Cost

Members will use their membership entitlement accordingly.

For Non Members, the Pay As You Go cost for individual 2-day workshops is £510 (+ VAT).

(Cost includes refreshments, lunch and delegate materials).

Qaestus On Line Training Centre

With our **brand new on line training centre**, delegates can gain access to a wealth of features and information to support them on their training course:

- Course Pre-work and Assignments
- Downloadable Articles
- Useful Links and Book Lists
- Diagnostic Questionnaires
- Discussion Forums
- Contact the Course Tutor
- Submit Feedback
- Course Completion Certificates
- Exclusive fortnightly "Action Point" Emails

They'll still get **first class face to face training** with one of our team, but our new on line centre will support them every step of the way as they transfer their new skills to the workplace.



Other courses offered by Qaestus Training Club:

2-day events

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'....