

Interviewing Skills

Effective interviewing requires the interplay of various skills and considerations linked to asking the right questions, question types, testing, desired competences and more. This intensive and practical training course will develop the essential skills and mindset needed for effective workplace interviewing.

Objectives:

The objectives of this course are:

1. To understand the purpose of interviews, the qualities of an interviewer and best practice in interviews and to be able to manage interviewing as part of a wider recruitment strategy.
2. To be able to conduct various forms of interviews including one-to-one, virtual and panel interviews.
3. To be able to handle the production or processing of documents linked to interviews including CVs, job descriptions, job advertisements and specifications.
4. To be able to overcome bias in interviewing and questioning and know the different types of interview questions and how to make questions as effective as they can be.
5. To be able to use different forms of testing in interviews, know what psychometrics can be used in interviews and understand the concept of an assessment centre and to know and be able to design and use different tasks for selection of candidates including puzzles, role plays, simulations, games and others.

Duration:

2 days

Who Should Attend:

The course is aimed at anyone who needs to develop their competences in interviewing and recruiting others.

Key Features of the Course:

The course will feature content on:

- The competences of an effective interviewer and errors they might make
- How to conduct the different forms of interview
- Document processing
- Communicative competences and getting the most from interview questions
- Types of test and tasks for use at an assessment centre

Contact:

E-mail us at info@ltt-analytics.co.uk for a full proposal for your organisation.