

Core Skills Programme

Interview Skills

Course Outline

Introduction

The course is for those wanting to improve their knowledge, skill and practice of structured interviews. It supports the introduction of a standard, structured approach to interviewing across an organisation.

The workshop includes a balance of tutor presentation and participation from the delegates.

For

Managers and supervisors and those with limited structured interviewing experience.

Objectives

This workshop will focus on developing skills in the following areas:

- Awareness of the skills needed for effective recruitment and selection
- Recognition of how best practice can minimise legal issues and promote equality and diversity
- Demonstration of interview skills
- Designing a structured competency-based interview
- Being able to manage candidates and sell the employer brand
- Implementing the skills learned back into the workplace

Duration

This is a 1 day course