



Interviewing Skills

Course Aims

This course looks at the skills and approaches necessary to effectively plan for and carry out an effective interview, ensuring you get the right person every time.

By the end of the session, attendees will:

- Know what the required skills are to carry out an effective interview
- Be able to plan and prepare for an interview
- Be able to right first impression to candidates
- Know what questions to ask and how to record the answers
- Understand what to avoid asking during the interview
- Know how to choose the right person for the job

Course Content

- Preparation
- The Interview
- Effective Communication, questioning and listening Skills
- Getting it right

Course Benefits

- Save time and money by getting the right person
- Know the laws and legislations that cover recruiting people
- Sell your company to prospective employees

Who Should Attend?

Anyone involved in the recruitment and selection process in any way - particularly managers who are recruiting staff into their own teams.

Price

Open Workshop - £299 inc VAT per person. 1 day workshop including lunch and a delegate workbook.

Delivered to your organisation – Contact us to talk about your requirements and for a no obligation quote.

Session Breakdown

What is the purpose of an Interview?

- Why do organisations spend time interviewing people?

Preparation

- Agreeing success criteria and what you want from candidates
- Writing interview questions
- Interview Logistics

The Interview

- Meeting and Greeting the candidate
- Making the candidate feel at ease
- Asking questions and probing further
- Effective communication during the interview
- Listening and recording accurate information

What you can and can't ask

- Legislation covering hiring staff
- What you can ask, should avoid asking and never ask

Choosing the right candidate

- How to come to a conclusion when picking the right person

Skills Practice

- An opportunity to carry out some mock interviews

Course Information

This is a **one day** training event that Revolution Learning and Development deliver on an open basis at locations across the UK. We can also deliver this event at or in close proximity to your organisation if this is required.

If you chose to have us deliver this specifically for your organisation, we can make this more bespoke to your needs.

The cost of our open courses includes the learning materials, refreshments during the day and lunch.

To see prices and when and where we are next running this event or to book, visit our website www.revolutionlearning.net or call us on 03333 44 575.

Or, to discuss your individual needs, email contact@revolutionlearning.net or call us on the number above.