



# Interviewing Skills Training Course

# About This Course

## Interviewing Skills Training Course



**Do you want to conduct effective interviews that help you get the right person for the job for positions that you need to fill?**

Our Interviewing Skills Training Course will provide you with a range of skills and techniques to conduct effective interviews so you can get the best people for the job in your business. We'll show you how to prepare effective interview questions and selection criteria and how to structure an interview.

This Interviewing Skills training course is delivered as a scheduled open online training course or in-house just for your business.

We deliver the course as a face to face course and a live virtual online course.

# The Course Aim & Objectives

Here's what you will learn on our Interviewing Skills course



## Course Aim

This Interviewing Skills Training Course will show you the skills and approaches necessary to plan for and carry out an effective interview, ensuring you get the right person every time.

## Course Objectives

By attending this Interviewing Skills Training Course you 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 give the 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

# The Course Content

Here's what we cover in our Interviewing Skills course



## 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

# Delivery Options

How we deliver our Interviewing Skills course



## Open Training Course

**Delivered online as a scheduled open training course**

£215.00 + VAT / €239.00

Price per delegate.



## In-House

**Delivered at your business location or a location of your choice anywhere in the UK, Ireland, across Europe or online.**

We can adapt the course content to meet your specific needs and those of your team.

Contact us for a quote.

# Open Training Course

Attend our scheduled online training course



**We deliver our Interviewing Skills training course as an online scheduled open training course.**

**Perfect for when there is just you, one of your colleagues or a small group of you that would like to attend the course.**

Our scheduled courses run on a regular basis and are delivered via Zoom.

You will find them just as engaging and interactive as our in-person training course.

See the course page on our website for more details and the course schedule.



# In-House Delivery

Train your team. Train your entire company



**We can deliver our Interviewing Skills training course just for your team or organisation.**

**1**

**Start with an off-the shelf course**

We'll use the content in the overview as a starting point

**2**

**Understanding your needs**

We'll work with you to agree what outcomes you want from the course

**3**

**Making it yours**

We will shape the content to ensure the course meets your requirements

**4**

**Delivering the skills**

We then deliver the course that we've agreed either in-person or online

**Make it even more bespoke**

We can completely redesign the course to meet your needs. Just tell us what you need, and we can put a no obligation proposal together for you.

# Online Training Course

Fun, engaging and interactive – delivered online



**Our Interviewing Skills training course can be delivered as a virtual online course.**



**The same great content reimagined for the online environment.**

- ✓ Our open training courses are delivered using Zoom
- ✓ When delivered in-house, we can use the platform you are most comfortable with
- ✓ Re-designed sessions to allow for interactivity and engagement in the online environment
- ✓ The same fun, engaging and down to earth approach
- ✓ Join your course from anywhere



# About Us

Here's a bit about us and what we do



## We are Revolution Learning and Development

**We are a leading learning and development consultancy based in the UK. We provide our services across the UK, Ireland and Europe.**

- ✓ We deliver fun, engaging and down to earth training courses in-person and online
- ✓ Over 20 years of training experience
- ✓ Incredibly cost effective and a real focus on return on investment
- ✓ 92% of our clients rebook us for further training and development
- ✓ Flexible training and development solutions

# Let's Talk

We're here to help



If you have any questions about our Interviewing Skills course or would like a quote for an in-house course, then just get in touch.

## Call Us:

**UK:** 03333 444575

**ROI:** 015549779

## Email Us:

**hello@revolutionlearning.com**

## Visit Us:

**UK:** <https://www.revolutionlearning.co.uk>

**ROI:** <https://www.revolutionlearning.ie>

**EU:** <https://www.revolutionlearning.com>