



Interviewing Strategies & Techniques

This course is designed based on this research and will help delegates to master the art of interviewing. This general course on conducting interviews is suitable for a variety of training requirements. The course covers many areas such as interview strategy, psychological behaviour, questioning skills, body language and handling interviewees. Delegates will learn what stages they need to go through before an interview to prepare for the event and then what stages to go through during an interview so they can get as much information as possible which would then help them or the organisation to pick the most ideal candidate for a particular role.

All the concepts covered in the course come with comprehensive examples so delegates can clearly see how each technique works. There are many interactive exercises that help delegates to role play running an interview and systematically improve their style while getting feedback from other delegates and the trainer.

Expected Accomplishments

- Follow a suitable strategy when interviewing based on your specific requirements
- Take the necessary steps before conducting an interview so you can maximise your chances of getting the most out of interviewing an applicant
- Choose the best interviewing strategy and questioning methodology to pick the best applicant
- Interview an applicant fairly and professionally using a systematic step-by-step approach
- Ask targeted questions designed to get the most from an interviewee and help you decide on his/her capability for a given role
- Use a variety of soft skills techniques to increase the efficiency of an interview
- Handle an interviewee's responses to your questions using a variety of techniques to make sure you remain in control of the interview

Course Outline

- Interview Strategy
- How to Prepare for an Interview?
- Interview Style
- How Should You Structure an Interview?
- How to Ask Effective Questions?

- Interview Technique
- What is *Active Listening* and how can it benefit you when interviewing?

Who can benefit

Anyone that conducts interviews or who wants to improve skill set

Related Training

- Job Analysis and Job Evaluation

Duration

3 days

Mode

Highly interactive Workshops, Exercises, Case Studies, DVD's, Action Learning, Roll Play's

Prerequisites

None

Course Code: **HRM-265**

