

Drawing together the right team of people to achieve organisational goals is a critical activity for modern managers. This course gives managers the planning and interviewing skills needed to form these winning teams. You will:

- Learn the elements of a successful recruitment, interviewing and selection process
- Identify different selection methods and their value
- Structure the job description to determine the critical skills candidates need to be successful in the position
- Develop questions that truly uncover a candidate's abilities
- Selecting the right candidate
- Evaluate your own personal skills in listening and communication

Who Will Benefit?

Anyone involved in the selection and recruitment process

Course Outline

- The five phases of an interview
- Essential interviewing skills
- Active listening
- Communicating with different types of candidates
- Planning for the interview
- Developing selection criteria using competency frameworks
- Creating a productive interview
- How to use your time with candidates most effectively
- Building rapport with the candidate
- Developing interview questions and how to use them
- Probing for additional information
- Legal do's and don'ts
- Closing an interview effectively
- Evaluating and comparing candidates
- Benchmarking
- Selecting the right candidate
- Skills practice

Duration

1 Day

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