1. Course Details:

Course Code	: HRTM-002
Course Title	: Excellence and Efficiency in Conducting Interviews, Talent Acquisition and Selected
Course Duration	: 5 Days

2. Course Overview:

- Advancements in human psychology and assessment of talent and competence, such as psychometrics and multi-rater evaluation, interviews remain the preferred method for 'getting to know' a candidate. Having said that, most interviews fail to achieve their intended level of reliability due to poor pre-interview preparation, improper questioning or the infamous reliance on first impressions and gut feelings.
- This course is designed to mitigate all the common mistakes untrained interviewers commit when meeting with job candidates. The workshop aims at highlighting why interviews have a high impact on hiring decisions and the steps that can be put in place to increase their reliability while ensuring legally defensible levels of fairness and consistency.

3. Learning Outcomes:

- Define the importance of interviewing as a method of selection, brainstorm common mistakes untrained interviewers commit and define ways to overcome them
- List main types of selection interviews and when and how to use each
- Design a competency-based interview guide using competencies and values and use it to collect 'code-able' data from interviewees
- Conduct a probing interview designed to uncover behavioral characteristics of applicants
- Use data collected from interviews to complete a gap analysis and decide on the most suitable candidate

4. Course Contents:

- line managers involved in interviewing candidates
- Types of selection interviews
- Competency-Based Interviews
- Structure of a CBI
- Post interview steps
- Employer Branding Strategy
- The Candidate Experience
- The Assessment Stage

- Assessment methods
- Measuring Effectiveness

5. Our Methodology:

- Make coaching and monitoring innovative and using modern
- Media training also using on the go training by using interactive means and focusing on
- The exercises, practical applications and real situations study.
- Live delivery method, instructor-led training.
- Experienced consultant, trainers, and professional.
- Qualified trainer with high-level experience

6. Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

7. Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

8. Who Should Attend?

- Professionals in human resources, especially those working within the functions of recruitment, selection and workforce planning.
- Line managers involved in interviewing candidates