

## Effective Interviewing Skills

Getting the right members of staff is one of the most important functions that you as a business owner will ever make. Getting it right appears almost a lottery, getting it wrong can literally cost thousands of pounds to rectify. Interviews don't just fill jobs; they can impact at every level of the organisation.

It is crucial therefore that you do all that you can to ensure that those charged with interviewing for your business are equipped with the very latest tools to enable them to perform this crucial role. This course is designed to give them the necessary training and tools to enable them to interview in the most effective manner possible, thus avoiding potentially costly errors.

### course details

#### Course Duration

One Day

#### Course Cost

£1250

#### Maximum Delegates

This course is designed for up to 10 delegates

#### Training Location

Training can be run at any venue

#### Participant Profile

This course is aimed at:

- Prospective or newly appointed Managers and Team Leaders
- Managers and Team Leaders who are assuming greater responsibilities

#### Key Topics

Participants will cover:

- The laws of recruitment, including discrimination, legal and illegal questions
- Selection, person and job criteria
- Using application forms and CV's effectively
- Structuring the interview panel and assessment measures to be used
- Effective questioning and listening skills
- Remaining in control of the interview

#### Course Benefits

On completion of this course, participants will understand:

- How to gain a 'getting it right first time' set of policies and procedures
- How to avoid costly employment tribunal cases
- How to use 'real life' case scenarios in their work
- How to gain the confidence to ask 'difficult questions' to all candidates

### client testimonial



I am very happy with the outcome of all of the training programmes t2 have created for Procter Brothers.

Jeremy Procter, **Procter Brothers**

### You may also be interested in...

#### Effective Staff Appraisals

Designed to provide the skills and techniques needed for the successful appraisal to be used in their everyday operations.

#### Leading Teams and Individuals

Designed to offer practical tools and techniques that will improve participant's abilities as an effective leader.