

# Essential Interviewing Skills

Frequently perceived simply as a selection tool, the interview is in fact a vital management tool that is used on a daily basis.

This course looks at the different types and styles of interview in the workplace. Selection, appraisal, feedback, counselling, discipline, grievance, return to work and exit interviews are all opportunities to develop and maintain a productive employer/employee relationship. Organisation and management performance can simply be improved through a greater use of interviews in day to day team management.

## course details

### Course Duration

One Day

### Course Cost

£950

### 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:

- Individuals who conduct staff interviews
- Managers, Team Leaders, HR or Training professionals

### Key Topics

Participants will cover:

- Interviews in the workplace
- Planning and preparation
- Questioning techniques
- The interview process
- Effective questioning and listening skills
- Using information effectively

### Course Benefits

On completion of this course, participants will understand:

- How to prepare for and conduct a range of interviews in the workplace
- Interviewing and questioning techniques, and how to apply these
- How to use different styles and approaches in interviewing
- How to use sound interviewing techniques to gather accurate information, interpret information and make decisions

## 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 everyday operations.

### Recruitment Selection

Designed to give participants the tools and techniques which will enable them to manage a structured, fair and effective selection process.