

INTERVIEW SKILLS (1 DAY)

Learn how to hire the very best people.



Aimed at: Those involved in the selection and recruitment of personnel looking to learn techniques to identify appropriate knowledge, skills and attitude appropriate knowledge skills and attitudes in applicants as well as learn how to make informed decisions after an interview.

Trainer: Established 15 years ago, **Invisio** are highly rated providers of people and organisational development training. They have significant experience across the Skillnets network as well across the Food and Drink industry for clients including Kerry Group, Aрызta, Jameson, Superquinn, a major German retailer, ABFI and Retail Ireland.

Programme Objectives

At the end of this programme, participants will understand the stages of the recruitment and selection process, prepare for and conduct effective interviews, using proven techniques to identify the appropriate knowledge, skills and attitude required for the role and gather the necessary evidence to make informed decisions. Participants will learn the importance of equality issues in recruitment and will be more competent and confident in their approach.

Programme Content

Morning Session

- **Overview of the Recruitment Process**
- **Equality Issues in Recruitment & Selection**
- **The Right Fit**
 - Job Descriptions & Person Specifications
- **Preparing for the Interview**
 - Reviewing the Application and Planning Your Approach
 - Setting the Scene
- **A Structured Approach – OBC**
- **Approaches to Interviewing**
 - Competency
 - Behavioural
 - Motivational Based

Afternoon Session

- **Gathering Evidence**
 - Creating the Right Environment
 - Question technique – the funnel technique (incl. probing)
 - Listening
 - Observing
- **Handling Challenging Situations / People**
- **Post Interview**
 - A note on notes
 - Making the Decision
 - Reference Checking
- **Practice session and Feedback**

To book your place, or for more information, contact Mark Skinner on (01) 6051615 or mark.skinner@ibec.ie