

LEADERSHIP AND MANAGEMENT SKILLS

Hiring the Team

OBJECTIVE

This workshop will provide interviewers with the skills necessary to get the most out of interviewing. Participants will learn to identify candidates based on skills, expertise, and cultural fit, develop specific creative techniques for finding talent, utilise the interviewing procedure to discover the "real" person. This workshop will also help interviewers develop and apply the proven and effective techniques that impact positively on interview outcomes and significantly reduce the margin of error in new employee appointments, thus finding the best candidate for a post.

WORKSHOP CONTENT

- Create a profile for the ideal person to occupy a post
- Plan all aspects of the recruitment process
- Develop effective approaches and practical selection processes
- Evaluate the effectiveness of recruitment channels
- Create a selection procedure that ensures that the best person for the job is selected time and time again
- Interpret body language and non-verbal signals
- Guidelines for interviewing, including what interviewers should always do and what they should never do
- How to use the seven-point interview framework
- Determine the right questions to ask and to analyse a candidate's answers

TARGET AUDIENCE

Managers, supervisors, project and team leaders

DURATION

Full day (8 hours)