

Get The One You Want - Maximise your time when interviewing

What's in it for you?

This course is designed to help delegates develop the skills of effective interviewing which can also be applied to selection, discipline and performance management situations. It is also designed to help you recognise the 'best' in people so you 'get the one' you want.

What you will get out of it

By attending the course you will:

- Clearly understand the strengths and weaknesses of the interviewing process.
- Prepare and plan informal and formal interviews.
- Practise the key skills required to interview effectively.
- Assess the information from the interview process and make appropriate decisions.
- Examine the pros and cons of different types of interview.
- Understand how 'gut instinct' affects decisions.

Key Themes

- Developing useful criteria for effective interviews so you have your own 'benchmarks'.
- Pitfalls of interviewing, stereotyping, 'halo' effect, first impressions.
- Structuring the interview, planning, setting objectives, time management.
- Questioning and listening for maximum effect.
- How to close down the over-talkative and open up the quiet ones.
- Recording evidence, making decisions.

What's Involved

This is a highly practical course which will make interviewing as 'live' as possible and provide you with opportunities to practise the skills which relate to specific work-based interviewing situations. Throughout the day short tutor inputs and guidelines are used to support the practice sessions.

**“Perfect people, like perfect numbers,
are very rare”** RENE DESCARTES