

learning  
equals  
development

# EQV Course Outline



■ Effective Interviewing Skills

■ 1 Day

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# Effective Interviewing Skills

## (1 Day)

### Business Benefit

The investment of taking on a new recruit is a high one and getting the right candidate is crucial.

### Who Should Attend?

- Anyone who performs interviewing as part of their job function

### Learning Objectives

*By the end of this course you will be able to...*

- Describe Behaviour Based Interviewing
- Demonstrate an understanding of different listening and questioning techniques
- Be able to PROBE

### Course Content

- What is behaviour based interviewing
- Understanding different questions and their advantages and disadvantages
  - Behaviour
  - Biographical
  - Hypothetical
- Preparing questions
- Listening do's and don'ts
- Remaining Objective
- PROBE
  - Problem
  - Role
  - Objective
  - Behaviour
  - Effect
- Taking Notes
- Providing Feedback

### You may also be interested in

Performance Management  
Communication

Price: **£395**  
per person

## The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

## The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

## Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training co-ordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided catering for a variety of dietary needs.

## What Delegates Say about this course

*"Really helped in understanding the legal requirements when interviewing and how to stay within correct boundaries"*

*"Gave good tips on overall knowledge of interviewing"*

*"Very interesting and informative."*

