

learning
equals
development

EQV Course Outline



■ Recruiting & Interviewing Skills

■ 1 Day

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Recruiting & Interviewing Skills (1 Day)

Business Benefit

When it comes to recruiting new staff, the cost of 'getting it wrong' can be enormous for the organisation and the individual concerned. This course is aimed at attracting and selecting the 'right' candidate for the job. The course is designed to help all of those who are involved in the recruitment and selection process to 'get it right' – first time and every time!

Who Should Attend?

Anyone involved in the recruitment and selection of staff.

Learning Objectives

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

- Explore sources of potential recruits
- Understanding Competencies
- Create a Job Description and matching Person Profile
- Describe the impact of anti-discrimination laws
- Demonstrate the techniques for 'short listing'
- Demonstrate basic interviewing skills
- Develop selection skills
- Create a post course implementation plan

Course Content

- Sourcing potential recruits
- Competency based job profiles
- Creating a Job Description
- Creating a Person Profile
- UK anti-discrimination laws
- How to create a 'short list'
- Basic Interviewing Skills
- Experiential Questioning
- STAR
- Matching Competencies
- Picking the 'right' candidate

You may also be interested in

Communication Skills, Equality & Diversity

Training Locations

Leicester, Sheffield, Liverpool, Manchester, Basingstoke, London

2011
Jul 18
Aug 17
Sep 14
Oct 19
Nov 14
Dec 14

2012
Jan 17
Feb 15
Mar 15
Apr 18
May 17
Jun 20
Jul 18
Aug 15
Sep 11
Oct 31
Nov 01
Dec 22

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

"I thought the course was excellent"

"Very Good, highlighted all the areas I am going wrong and provided realistic solutions"

"Very impressed, role play was extremely useful to understand the interviewee's point of view"

