

# INTERVIEWING SKILLS

## Introduction

**Interviewing skills for middle managers will ensure that the right recruitment decisions are made for all interview scenarios, including internal promotions and potential new staff recruitment. This programme covers all angles of the recruitment and interviewing process to ensure that the RIGHT candidate is selected for the role.**

**Who will benefit:** Middle managers responsible for recruitment and interviewing

**Duration:** Two-day classroom programme

**No. of delegates:** Up to 10 delegates

## Optional value-add services

- Post-programme phone coaching to support the interviewing process and recruitment decisions
- Training Needs Analysis prior to design and delivery to establish exact requirements for maximum programme value



DELIVERY

***"A really useful course that will make a big impact on my confidence."***

Delegate, Crown Prosecution Service

## Programme content

### DAY ONE – Preparing for the interview

- Attracting the right candidates
- Writing the brief – including Employment Law do's and don'ts
- Reading the CV
- Inviting applicants for the interview
- Interviewer's checklist

### DAY TWO – The interview stage

- First impressions
- Questioning techniques
- Assessing key attributes - stability, loyalty, industry, etc
- Body language
- Taking up references
- Communicating acceptance or rejection
- Videoed role-play and feedback

## Benefits

Delegates will have:

- improved interviewing and communication skills
- improved recruitment skills
- an agreed recruitment and interviewing process for the company

01491 411 544  
info@3ctraining.co.uk



**3C ASSOCIATES**  
Learning & Development Consultancy  
www.3ctraining.co.uk