

Interviewing skills

Different types of interviews are employed within an organization. Recruitment, counseling, performance reviews and disciplinary interviews are some of them. Each of these interviews have a significant impact on the performance of the employees. This course will cover the practical skills that allow participants to understand the stages of carrying out interviews and shows them how to conduct an effective interview so that they are able to get the best out of the interviewee.

Course Outline

- Interviewing Skills & The Organization
- The Interview Process
- Questioning & Listening Skills
- Biases in Interviewing
- The Counseling Interview
- The Recruitment Interview
- The Performance Interview

Who Should Attend

Middle to high level staff such as:

- Employees in the HR department that are involved in the selection or recruitment process.

Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

Course Duration

The standard duration of this course is 12 contact hours.

Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Understand the importance of the interview to the organization
- Identify the main types of interviews that are employed within the organization
- Detail and be able to implement an effective Interview Process
- Understand the importance and different types of questioning and listening skills
- Identify and be able to avoid biases in interviewing
- Implement four main types of interviews

Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions
- Case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

For more information please feel free to contact:

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