

Interviewing Skills Training

“There is nothing that couldn't be improved”

You and your team probably has done many interviews already, and you may be a skillful interviewer already. But were all your hiring decisions successful? Could you always hire the candidate that you wanted? Have you maximized the potential of the interview techniques?

Participants in the HRO Interviewing Skills Training – HR professionals and line managers as well - will learn candidate interviews Best Practices for successful staff selection and hrm. The purpose of the course is to develop excellence in each step of the interview process, including efficient information exchange and effective relationship building. This course brings you the most advanced techniques and research results, combining it with local, hands-on experience, for addressing the typical issues of interviewing Chinese candidates.

For optimal results, the interview skills training should run as a workshop, dealing with actual key positions of the company. This way, participants can take away customized interview questions and exercises that they can use immediately after the training.



Interviewing Skills Training

Who should attend:	HR-professionals and line managers who want to improve their interview skills
What you will learn:	<p>Pitfall of Interviews</p> <ul style="list-style-type: none"> ▪ Why interviews often go wrong? <p>Interview Preparation: Well began is half done</p> <p>Concepts:</p> <ul style="list-style-type: none"> ▪ Structured Interview ▪ Behavioral Event Interview ▪ Situational Interview <p>Interview Process Guidelines</p> <ul style="list-style-type: none"> ▪ How to start, proceed and finish <p>PR aspect</p> <ul style="list-style-type: none"> ▪ Sell well the position <p>Questioning Techniques</p> <ul style="list-style-type: none"> ▪ Art of the Interview <p>Observation Skills</p> <ul style="list-style-type: none"> ▪ Capture subtle messages of voice and body language <p>Advanced Methods and Interview Tricks</p> <ul style="list-style-type: none"> ▪ What the Gurus have to say
Methods used:	Slides, handouts, teamwork, exercises, role play, home work
Course duration:	1 day
How you will benefit:	<ul style="list-style-type: none"> ✓ Gaining a comprehensive understanding about strength and weaknesses of the interview techniques ✓ Taking away new interview questions and questioning skills that you can use immediately ✓ Laying the background for Continuous Development in interviewing and recruitment practice

HRO Shanghai brings world-class trainings to China!

