



Successful Interviewing Workshop

A BITESIZE WORKSHOP: BE MORE EFFECTIVE WITH YOUR INTERVIEWS: RECRUIT THE 'RIGHT' PERSON



Learn how to:

1. Be in control in the interview using a structure
2. Understand the difference between Competency & Biographical questioning
3. Give feedback in a way that is both heard and constructive
4. Create the right environment both physically & emotionally to have the most productive experience

If you can answer yes to any of the following questions then this bitesize workshop will be effective for you:

1. Do you sometimes wonder if your interview is too long or too short?
2. Do you ever feel like the interviewee is more in control than you?
3. Are you sometimes regretting within moments of the start, undertaking the interview?
4. Do you want to know what more you can do to really make sure they can do the job?
5. Do you ever wish you could stop someone talking who is talking too much?
6. Are you ever trying to fill the silence to help someone talk?
7. Do you want to know more than you feel able to ask for fear of discrimination?



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Workshop Agenda & Structure - 3 hour workshop

Time	Agenda
8:30am	Identifying the individual objectives & Interviewing issues <ul style="list-style-type: none">➤ Understand who the interview is for and why?➤ Establish the core competencies you are interviewing for?➤ Open & Closed Questions at interviewing – when to use them effectively
9:00am	Practical Tools to structure an effective interview <ul style="list-style-type: none">➤ The Physical Environment➤ Interview Structure – rapport building➤ Competency & Biographical Questioning➤ Plan the next Interview
10.00am	Break 15 minutes
10:15am	Handling Interview Challenges & Objections <ul style="list-style-type: none">➤ Giving feedback on inappropriate presentation or communication.➤ Body Language & Voice Tone➤ Learn how to reject nicely and face to face
10:45am	ROLE PLAY <ul style="list-style-type: none">➤ Practice/ Role play the next interview & or previous interviews implementing the new tools.
11:30am	CLOSE & Agreed Actions



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