

Getting the Most Out of Interviews

Who can benefit?

The course is suitable for those currently (or expect to) conduct interviews, either for recruitment or as part of their job role.

Course Objectives

- Understand all the stages of the interview process
- Carry out appropriate pre-interview preparation
- Apply the process with due care for legal and ethical requirements
- Demonstrate effective questioning and listening skills

Course content

- Communication skills
- Gathering evidence
- Questioning techniques
- Preparation
- Practical interview

Course Duration

1 day