

MASTERING EFFECTIVE INTERVIEWING SKILLS

DAY LONG TRAINING PROGRAM



PROGRAM OVERVIEW

Welcome to the "Mastering Effective Interviewing Skills" training program. This program is designed to equip you with the knowledge and techniques needed to excel in the art of interviewing, a critical component of the recruitment process. Whether you are an HR professional, a manager, or anyone involved in hiring, this training will enhance your ability to identify the right candidates and make informed hiring decisions.

LEARNING OUTCOMES

By the end of this program, participants will be able to:

- Understanding the importance of interviews in recruitment.
- Translating job specifications into rating sheet competencies.
- Designing a scoring system for objective candidate assessment.
- Proficiency in reading CVs and effective applicant short-listing.
- Assessing unconventional candidates through scenario-based activities.
- Developing positive interview initiation strategies.
- Creating a comfortable candidate environment.
- Enhancing note-taking and communication skills. Applying the STAR (Situation Task Action Result) method.
- Mastering behavioral, situational, and competency-based interviewing techniques while addressing biases, handling difficult conversations, and closing interviews effectively.
- Finally, participants will put these concepts into practice during mock interviews, applying their newly acquired skills to assess and recommend candidates confidently.

PROGRAM OUTLINE

DAY 01

EFFECTIVE START OF INTERVIEW

SESSION 1

INTERVIEWING TECHNIQUE I

PEDAGOGY:

- ▶ Method

SESSION 2

INTERVIEWING TECHNIQUE II

PEDAGOGY:

- ▶ Behavioral and Situational Interviewing

SESSION 3

AVOIDING INTERVIEW ERRORS

PEDAGOGY:

- ▶ HBR Readings ▶ Conversations

SESSION 4

MOCK INTERVIEW SESSION

PEDAGOGY:

- ▶ Group Activity

PROGRAM FACULTY



DR. SAJID BASHIR

Ph.D. HRM/OB, CUST

Campus Director/Dean, Management and Informatics

High-Level Executive Training:

FFBL, PAEC, Intelligence Bureau, Millat Tractors, Bank of Punjab, National Telecommunication Corporation, OGDCL, Interloop Limited, Mobilink Microfinance Bank, Softwood

Specialized Training Areas:

Leadership Development, Team Dynamics, Strategic HRM, Performance Management, Change Management, Employee Engagement, Talent Acquisition, Conflict Resolution, Organizational Culture, Ethical Leadership, Corporate Social Responsibility



FOR INVESTMENT



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