

INTERVIEWING SKILLS

for Recruitment & Selection

Course Code : IS
Dates : August 22 -24, 2017
Price : USD 1950
Duration : 3 Days | Dubai, UAE

COURSE OBJECTIVE

- To examine all aspects of the recruitment process
- To identify the skills required to conduct successful interviews
- To use a clear and effective interview structure
- To apply the techniques of competency-based interviewing
- To prepare for, and conduct, a successful recruitment interview
- To understand the steps to follow during the interview evaluation and follow-up
- To have an awareness of how Assessment Centres may be used to improve the effectiveness of the recruitment process

WHO SHOULD ATTEND?

Managers, supervisors and other personnel who are required to select and recruit new staff as part of their job role.

Programme Contents

DAY 1	DAY 2	DAY 3
<ul style="list-style-type: none"> • Welcome & Introduction • The Recruitment Process • The Main Steps In Successful Recruitment • Preparing To Recruit • Defining The Role - Competencies / Job Descriptions / Person Specifications • How To Maximise Your Advertising Scope • Screening Applicants • Planning The Interview Process 	<ul style="list-style-type: none"> • Types Of Interviews • Arranging The Interview • Skills For Successful Recruitment • Preparing For The Interview • Building Rapport • Understanding Body Language • Listening Actively • Questioning Skills • Types Of Interview Questions 	<ul style="list-style-type: none"> • Structuring The Interview • Competency-Based Interviews • Interview Role Plays • Post-Interview Procedures & Follow-Up • How To Retain An Employee Once They Have Been Appointed • Transfer Of Learning Into The Workplace • Mock Assessment Centre

About the Programme

Those who have responsibility for the selection of individuals know that success rests primarily with the quality of employees. The interview is one of the most important recruitment tools. This programme includes a series of exercises, activities, role plays and presentations, designed to assist delegates in the development of their interviewing skills.

What You Will Gain

A clear understanding of all aspects of the recruitment process. You will understand the need for a structured approach to interviewing, the use of effective interpersonal skills, and knowledge of behavioural interviewing techniques, to ensure you select quality employees for your organization.

PERSONAL DETAILS

Please print clearly or attach business card:

1) **Name :** _____

Position: _____

Email: _____

2) **Name :** _____

Position: _____

Email: _____

3) **Name :** _____

Position: _____

Email: _____

Company: _____

Department: _____

Address _____

Postcode: _____ Country: _____

Tel : _____ Fax : _____

Nature of Business _____

Company Size: 1-9 10-24 25-49 50-99

100-249 250-499 500-999 1000+

SPONSOR

We wish to register this delegate for the course indicated above. We undertake to pay for the period of the program (please print clearly)

Name: _____

Position: _____

Signature: _____ Date: _____

REGISTRATION COURSE FEES

INTERVIEWING SKILLS

- US\$ 1950 per delegate

I would like information on holding this program in house

We can bring this course in house directly to your workplace!

Customized Training Programs

The in-house training of Advanced Studies and Training Center

Tel: +971 4 221 1141; Email: info@astcdubai.com

DISCLAIMER

ASTC reserves the right to change or cancel any part of its published programs or teaching facility due to unforeseen circumstances

HOTEL BOOKING

If you required assistance with booking accommodation for one of our courses, please contact our staff on the following numbers:

Tel: +971-4-2211141, Fax: +971-4-2211848 or Email us on info@astcdubai.com

TRAINING COURSE

INTERVIEWING SKILLS

August 22 -24, 2017

In order to guarantee a place on the course delegates are kindly requested to register at least 4 weeks in advance

METHOD OF PAYMENT

- 1. Please find enclosed a cheque for US\$ _____ made payable to **Advanced Studies and Training Centre**
- 2. Transfer : Commercial Bank of Dubai
Branch: Mankhool Street | **Account Number** 1000125334
Routing Number: 502320103 | **Swift Code:** CBD – UAE. AD
- 3. Please invoice my institution.
An invoice will be sent to the mentioned institution on receipt of registration form. Please fill out the sponsor's details below.

CREDIT CARD:

Please Charge my : (Card Type)

MasterCard Visa Card Others _____

Card Holder Name _____

Card Number _____

Expiry Date _____ Security Code No. _____

Amount to be Charge _____

Tel. _____ Mob. _____

Card Holder Signature: _____ Date: _____

SAVE MONEY! DISCOUNTS AND PROMOTIONS!

- Register one month in advance and received up 10% discount.
 - Group of 3 more delegates from the same organization receive a 10% discount
- OR**
- FREE Attendance for 5th delegate's from the same organization

TRAINING REGISTRATION DETAILS

TERM & CONDITIONS:

1. Fees Include all the tuition, full course documentation, lunches and refreshments for the duration of the program.
2. Incidental expenses: ASTC in NOT responsible for covering airfare or other travel costs incurred by delegates. Delegates will be responsible for their own accommodations.
3. PLEASE NOTE that ASTC reserves the right to refuse admission to the training if proof of payment has not been received prior to the start of the program.
4. An invoice will be sent upon receipt of the registration form. Payment must be received in full 2 weeks prior to the course start
5. **CANCELLATION POLICY**
 - a) A full refund less on administration fee of US\$ 100 will be given for cancellation requests received up to 45 working days prior the event. Cancellation must be made in writing (letter or fax) and reach this office before the 45 days deadline.
 - b) Delegates who cancel than 45 working days before the event, or who don't attend are liable to pay the full course fee and no refunds can be given. However, if you wish to attend the next course, and you have paid your course fee in full, you will only be invoiced for 25% of that course fee. Please note that the next course must take place within the next 6 months of the initial application. Of course, a replacement is always welcome.

I understand and accept the booking Term & Conditions

Signature _____ Date _____

5 Easy Ways to Register & Obtain Further Information