



A INTERVIEW SKILLS WORKSHOP

HIRING THE RIGHT PEOPLE

 **087 135 5543**

WORKSHOP OUTLINE

- Understand the importance of preparing for an interview
- Identify the do's and don'ts of a successful interview
- Create an environment conducive to a genuine, inter-personal interaction
- Identify requirements and clarifying expectations
- Design a clear, concise and appropriate selection process
- Evaluate answers, behaviours and experience
- Select and discussing candidates
- Formulise offers and further correspondence

01

Focus on practical application of skills, learnt, applied and practised

06

Improving the learner's confidence, attitude, knowledge and skills are critical

05

Edge ensures that the learners are engaged and receptive to training

02

Knowledge sharing and team learning form part of Edge's unique training methods

03

Programmes are flexible and easily adaptable to suit the various learning styles

04

Interactive sessions include group discussions, case studies, Q & A sessions and role-plays

COURSE METHODOLOGY

OBJECTIVE

By the end of this course you will have the basic understanding of the concept of effective interviewing of individuals as well as have a clear picture of the basic steps needed when hiring or recruiting a new employee.

EDGE TRAINING CONSULTANCY

With over 18 years of Human Development training experience, Edge Training has a Level 2 BBBEE Scorecard, a National Footprint and Full Accreditation with Services SETA. Together with our BEE partners, we are committed to solving BEE related Skills Development Challenges in a meaningful way. Whether an Accredited Short Course, a Behaviour Changing Workshop or a Learnership, our highly skilled and dedicated team can offer you a solution. We source the learners and manage all the necessary requirements for disabled and unemployed learnerships. Most of our learnerships and Workshops are also offered as online courses.

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ADDING VALUE
CHANGING LIVES