



Interview Skills

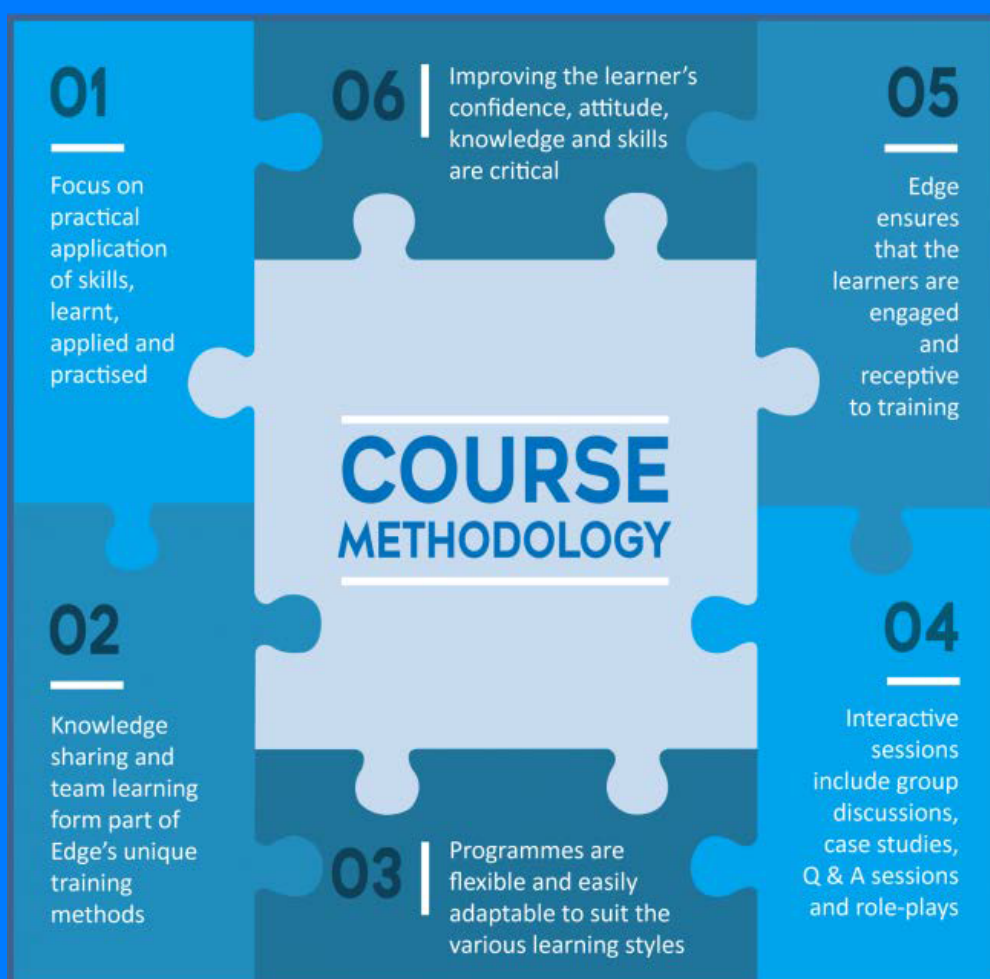
Soft Skills Training Workshop
YOU'RE HIRED

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

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.



About Edge Training

With over 22 years of Human Development training experience, Edge Training has a Level 1 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.

Get in Touch

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