



OBT

OBT Course Outline

7. SELECTION INTERVIEWING

<i>Main Aims and Key Benefits:</i>	<p>The importance of effective selection interviewing cannot be overstated and, all-to-often, inexperienced managers are expected to carry out an interview without guidance in respect of preparation, structure and question technique.</p> <p>This can result in unsuitable candidates being employed, and potentially good candidates being declined, which in turn is costly, time consuming and can impact on morale and reputation.</p>
<i>Course Content:</i>	<ul style="list-style-type: none">▪ Points to consider when preparing for a selection interview▪ Skills required▪ Question technique and listening skills▪ Interpreting and awareness of non-verbal messages▪ Relevant legislation▪ The follow-up to a selection interview
<i>Training Methods:</i>	<ul style="list-style-type: none">▪ Presentations▪ Syndicate exercises▪ Group discussions▪ Role plays
<i>Who will benefit:</i>	Bursars, Assistant Bursars, Heads of Department, Senior Team Leaders, HR managers
<i>Duration:</i>	1 day
<i>Certification:</i>	OBT and Progressive Training
<i>Training Provider:</i>	Progressive Training