



OBT

OBT Course Outline

SELECTION INTERVIEWING

<i>Main Aims and Key Benefits:</i>	The importance of effective selection interviewing cannot be overstated and, all too often, inexperienced managers are expected to carry out an interview without guidance in respect of preparation, structure and question technique. 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.
<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>	1/2 day
<i>Certification:</i>	OBT and Progressive Training
<i>Training Provider:</i>	Progressive Training