

Training Workshop – Module Overview

Innesskirk's innovative "Effective Interviewing Skills" is an intensive program addressing key management and leadership skills with clear, practical guidelines every step of the way.

Tutorial sessions, real-world case studies, practical exercises, presentations and syndicate work make this an action-packed, hands-on course.

Workshop Objectives – Delegates Will Be Able To...

-  Conduct an on-target interview every time
-  Prepare all the items required for a professional interview
-  Ask the right questions to obtain valid evaluations
-  Identify and use different interview styles effectively
-  Understand all the factors that contribute to interview success
-  Use panel interview techniques when appropriate
-  Apply competency and behaviour-driven interview techniques
-  Follow up on interviews effectively and professionally

Post Workshop – IMPACT™ Program

IMPACT™ Project – Delegates identify a work-related project during the last hour of the training that will be used as a measurable indicator of successful application and implementation of the training content.

IMPACT™ Coaching – The delegates participate in custom-designed coaching sessions to facilitate the completion of their **IMPACT™ Project**. Delegates document the project's life cycle and all related issues in the provided coaching booklet.

Workshop Agenda – Day One

WELCOME

Introduction And Course Objectives

Agenda begins with the introduction of course, material, and methodology and pedagogy. Instructor leads introduction of delegates through icebreaker activity.

Interview Types And Overview

Review of differing interview styles, purpose and objectives. This course includes a discussion of, and instruction of primary interview components; different types of interviews, qualities of a professional interviewer, as well as key components of a perfect interview.

Interview Preparation

Focus on your corporate recruitment process, desired competencies, recruitment drive preparation, screening methods, along with all activities leading up to the interview.

Understanding Body Language And Behavior

Analyze body language from interviewees and common behavior indication. Here, the instructor teaches methods of interpreting these signals.

LUNCH

Listening And Questioning Skills

Understanding what questions to use and what to listen for is a key component of this course. Behavioral situational and competency-based questioning techniques are included. Our materials include lists with many sample questions, which are reviewed.

Taking Notes And Documenting the Interview Process

Effective documentation of the process using interview templates, and note taking during and after the interview.

Role Play Sessions

Numerous role playing sessions afford opportunity to gain practical use of conducting an effective interview. Role play sessions are simple, straight forward practice sessions and happen throughout the entire course.

CLOSING

Review the main points of interest covered during the day. Prepare for a realistic interview tomorrow – both as conducting an interview and as an interviewee. Preview day two.



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Workshop Agenda – Day Two

WELCOME

Preferred Interviewing Styles – Self Analysis

Understanding your own and others' interviewing styles based on personal behavior tendencies.

Interview Practice Sessions And Review

Every delegate prepares for an interview and conducts a formal interview. Every delegate also takes the role of an interviewee and of an observer. Interviewees will receive behavior profiles and observers will be directed the aspects they are to monitor during the session.

Interview Practice Review

Each interview is reviewed with the group using video and feedback is provided to improve delegates' skill level.

LUNCH

Post Interview Procedures

This segment includes sharing of material and effective processes to complete the interview cycle. Review of filing procedures, responding to successful and unsuccessful candidates, offer letters, and the use of psychometric evaluation.

Panel Interviewing Practice

Role-play sessions include the review of the structured processes required when using panel interview styles as well as protocols for efficient and timely evaluation.

Impact of Culture On Interviewing

Topics include an in-depth discussion to provide a thorough understanding the influence of culture on interviews; the importance of organizational culture; cross-cultural influence; and management of interviews.

Identification Of IMPACT™ Project

Delegates are assigned to groups and asked to identify a project which will require the use of the new knowledge and information received during the workshop. This will allow the delegates to transfer the new knowledge into skills and effective work habits.

CLOSING

Review the main points of interest for the course, deliver course administration like evaluation, action plan, certificates.

Do You Have Specific Requirements?

Tailoring For In-Company Delivery

We can run this workshop as a one, two or three day event. We can also adapt the content to meet your specific training objectives.

For more information about our In-Company specialized workshop services, email us at info@innesskirk.com to discuss your specific requirements further.



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