



TRAINING THAT DEVELOPS  
*REAL CAPABILITY*



## Interviewing and Selection Skills

LPD008

## Interviewing and Selection Skills

From small to medium enterprises to large multi-nationals, hiring the 'right' talent for specific job roles remains a critical business task. Studies have shown the massive and hidden costs to businesses who hire and promote the 'wrong' candidates.

During this workshop you will learn how to interview and select for your organisations business needs and goals. You will understand key concepts and practise skills regarding how to ask the right questions to determine the best fit and make sound decisions.

## Duration & Price

Duration: 1-2 days

Delivery mode: This programme is available In-Company

## Dates & Locations

*In-Company training programmes are customised for your organisations specific needs. Most In-Company training is now delivered virtually.*

## In-Company Training

Please [contact us](#) for more information on our In-Company training options

## What's covered?

- Overview of the challenges involved in Interviewing and Selecting Candidates
- The Process of Interviewing and Selecting Candidates
- Analysis of the job role and identification of key competencies for success
- Different types of interview questions, when to use them and the answers they illicit
- How to use Behavioural/Competency based Interviewing as a key selection tool
- Legal Requirements with Candidate Selection, the Candidate as a Customer and embracing Diversity
- Practice and record conducting an interview and using different questioning techniques in a safe environment.

## Who should participate?

- Any person in the organisation involved in interviewing and selecting employees (new hire or new to role)
- Managers and Supervisory Staff

## What will I learn?

Participants achieve the following learning outcomes from the programme;

- Understand key concepts related to interviewing, selecting, and retaining candidates
- Analyse the job role and determine the key competencies required for success
- Know and be able to use different types of questions in an interview setting which will illicit answers to match the competencies identified and determine fit
- Understand and practise the process for interviewing
- Understand competency based interview techniques and where these can be applied to particular business situations and job role requirements
- Understand some of the legal requirements in hiring internally and externally and how to ensure you are considerate of diversity

## How do we train and support you?

Building on over 40 years combined experience in human resource learning and development, the tutors utilize an experiential learning approach to their programs. This methodology of learning provides an opportunity for learners to engage with, experience and apply the learning in a practical way and also provides the opportunity for learners to receive feedback on their newly applied skills. The opportunity is also provided to learners to reflect on the full learning experience and how this might be of value to them in the achievement of their learning goals.

To assist and continue with skills development, we facilitate via email a post learning reflective practice utilising skills practice sessions recorded during the course. This assists delegates in embedding new learning, gives further support and enables them to define any further actions required.

This program offers one to one or group coaching as an additional element to further support the delegate and embed the learning process.

## Tutors



**Gina Ryan**  
[View Profile](#)

## What Our Learners Say

We believe in excellence through transparency and continuous improvement. That's why we invite all our delegates to share their experiences on [CourseCheck.com](https://www.coursecheck.com), an independent platform dedicated to genuine, unfiltered feedback. Learner insights help us not only to enhance our training programmes but also empower potential learners to make informed decisions. Click on the link below to read firsthand experiences and testimonials from past learners.



[Click Here](#)



# TRAINING THAT DEVELOPS *REAL* CAPABILITY

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