

Behavioural Interviewing

course description

For most managers, recruitment interviewing is a relatively infrequent process with mixed results. Behavioural selection interviewing is designed to improve the accuracy of the interviewing process by allowing interviewees to reveal honest information about their behaviour and approach. These are sometimes referred to as competencies and are defined as general behaviours associated with achieving successful results.

This course focuses on training supervisors, team leaders and managers to get the most out of recruitment interviews. The result of an effective behavioural interview should be a clear indication of whether the candidate has the ability to do the job well or whether he has just the 'threshold' knowledge and skills required to do the job at all.

learning objectives

By the end of the course, participants will be able to:

- transform a job specification into a detailed person specification that focuses on behavioural competencies
- assess the range of selection methods that may back up the interview process
- plan interview format and structure
- create an open and non-threatening interview environment in which the exchange of information is honest and complete
- ask non-leading, focused questions that elicit detailed, honest and relevant information
- listen actively and probe for relevant additional information
- evaluate the information generated to make more reliable recruitment decisions

target audience

This course is primarily aimed at managers, supervisors and team leaders. It is also very suitable for anyone who wants to improve their interview technique for reasons of recruitment or employee assessment.

duration

1 day for up to 10 participants

Registration Form

Behavioural Interviewing

Luxembourg, 7 April 2010

Form to be completed by training department / line manager:

Name: _____ First Name: _____

Company: _____

Position: _____

Telephone: _____ Fax: _____

Email: _____

Register the following person for the training course:

Name / first name / position

Mrs/Miss/Mr _____

Mrs/Miss/Mr _____

Mrs/Miss/Mr _____

Mrs/Miss/Mr _____

Billing Address: _____

I have read and accept the terms and conditions.

Signature: _____ Date: _____

Please return this form by fax to : +352 – 22 55 99 99 or +352 22 06 39

Terms & Conditions:

Fees

The rate for the training course is 400 Euro per person per day. The fee includes all supporting material, lunch and refreshments.

Payment

The course fee must be paid in full on receipt of invoice. An invoice will be dispatched after completion of training.

Cancellation Policy

Courses that have been booked may be cancelled up to 10 business days before the scheduled date. If the course is cancelled after that time, it will be subject to a cancellation fee of 50% of the fees due up to 5 business days before the scheduled date and 100% after that time.

fast training reserves the right to delay or cancel training course at any time without liability. In these circumstances, participants will be offered an alternative date.

Contacts:

For further information, please contact the fast training team:

Telephone: +352 22 55 99 – 50

Fax: +352 22 55 99 – 99

Email: info@fast.lu

Registration Form

Transitioning from team member to team leader

Luxembourg, 15 March 2010

Form to be completed by training department / line manager:

Name: _____ First Name: _____

Company: _____

Position: _____

Telephone: _____ Fax: _____

Email: _____

Register the following person for the training course:

Name / first name / position

Mrs/Miss/Mr _____

Mrs/Miss/Mr _____

Mrs/Miss/Mr _____

Mrs/Miss/Mr _____

Billing Address: _____

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