PROFESSIONAL DEVELOPMENT TRAINING

Behavioural Interview Techniques Training

016 299 1479

REQUEST QUOTE

0.5 DAY COURSE

An HR manager or business owner who performs an effective interview must consider that the interviewee's behaviour is an important factor in predicting future performance. The candidate's behaviour, experiences and qualifications are the vital details that must be identified.

This Behavioural Interview Techniques training course is appropriate for HR staff, personnel specialists, managers and supervisors. This course teaches the five stages of Behavioural interview techniques, the value of performing a systematic review of job requirements, the creation of interview questions, the acquisition of Behavioural examples from the interviewee and then evaluating the skills of the interviewee.

This highly valuable and effective training course is now available throughout Kuala Lumpur and Malaysia.

This Behavioural Interview Techniques training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote or enroll now into the next public course date.

What You'll Gain:

Hiring a new employee is a big investment for a business, as employee recruitment and training have heavy costs. That is why hiring the right employee for the right job is essential. During this training course in Effective Recruitment, participants receive training in preparing for the interview, discovering a way to retain talent, understanding the selection process, using GROW model, performing job analysis, and more.

Outcomes

After completing this course, participants will have learned to:

- Define recruitment
- Understand the selection process

- Understand challenges and trends
- Recognize the GROW model and how to set goals
- Understand requirements
- Prepare for the interview and question process
- Perform job analysis and descriptions
- Identify and avoid bias when making offers
- Discover ways to retain talent and measure growth
- Conduct an interview
- Set SMART goals
- Use a productivity journal
- Conduct phone, stress and situational interviews
- Use various kinds of questions
- Perform a background check
- Perform orientation and retention
- Make an offer
- Measure results

Modules

Lesson 1: Getting Started
- Icebreaker
- Pre-Assignment Review
- Workshop Objectives

Lesson 2: Types of Interview Questions
- Direct Questions
- Non-Direct Questions
- Hypothetical or Situational Questions
- Behavioural Descriptive Questions
- Case Study

Lesson 3: Introduction to Recruitment
- What is Recruitment?
- Challenges and Trends
- Sourcing Candidates
- Requirements
- Case Study

Lesson 4: Avoiding Bias in Your Selection
- Expectancy Effect
- Primacy Effect
- Obtaining Bias Information
- Stereotyping
- Case Study

Lesson 5: The Interview
- Phone Interviews
- Traditional Interviews
- Situational Interviews
- Stress Interviews
- Case Study

Lesson 6: Measuring the Results
- Cost Breakdown
- Employee Quality
- Recruiter Effectiveness
- Fine Tuning
- Case Study

Lesson 7: Wrapping Up

- Words from the Wise

Talk to our expert team

Phone: 016 299 1479

Email: enquiries@pdtraining.com.my