

## Who will benefit

- Any Manager or HR professional who is new to selection interviewing
- Any Manager who wants to improve their interviewing skills for recruitment and selection purposes

## What are the benefits of attending?

You will:

- Gain a clear understanding of the selection process
- Build confidence in making the best selection decision using an objective analytical process
- Practice interviewing skills in a 'safe' environment
- Understand the legal and organisational context of selection

## At the end of the programme, you will be able to:

- Describe the recruitment and selection process
- Plan and undertake effective one to one and two to one interviews
- Objectively evaluate candidates to assist in the selection decision
- Identify areas of personal strength and areas for further development

## Outline programme

### Day 1

The process of recruitment  
The legal and organisational issues in selection  
Questioning and listening skills  
Structuring an effective interview  
Handling the response to advertisements  
Practice interviews (one to one)

### Day 2

Review of Day 1  
Writing advertisements  
Interview practice with volunteers  
Making the selection decision  
Practice interviews (two to one)  
Personal development review and action plan.

**Please note:** Practice interviews form a large part of this programme to assist the delegates to build their confidence and gain feedback on how to develop their skills. Due to the very participative nature of this programme the number of delegates is strictly restricted to a maximum of six to ensure that everyone has the most opportunities for practice.

## Cost

For current MCM retained clients	-	£410 + VAT
For other organisations	-	£530 + VAT