



HM128: Dynamic Interviewing, Recruitment and Appraisal Techniques

Training Description:

By 2020 employers will need to adjust to the unprecedented challenge of having five generations of employees working together: employees with vastly different interests and life experiences from varied regional and ethnic backgrounds. Recruiting, developing and motivating such diverse employees will become crucial to your organisation's success and will depend on the quality of its human resources department. This course will review all the desirable attributes, qualities and styles to be successful at screening, interviewing, evaluating applicants and employees. You will learn principles and frameworks, do's and don'ts, and explore best practice examples from large organisations. You will have the opportunity to build a screening, interviewing and evaluating portfolio through the various practical workshops that will be undertaken during the course.

Training Objectives:

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

- ✓ Increase the likelihood of higher job satisfaction and reduce turnover rates. Hire the right employee for the job
- ✓ Help your employees maximise their job performance to improve team and organisational outcomes
- ✓ Focus on the critical steps in selection and performance management interviews to ensure you get the best possible outcome for the organization

Training Designed for:

This course is designed for HR practitioners and line managers who wish to develop their interviewing skills for staff selection and appraisal, including HR Managers and Directors, HR Officers, Department Heads, Section Heads, Team Leaders and Supervisors.

Training Program:

DAY ONE:

- ❖ PRE-TEST
- ❖ Attracting top performers
- ❖ The hidden costs
- ❖ Profiling the employee of the future

DAY TWO:

- ❖ Develop a recruitment plan
- ❖ Screening
- ❖ Preparing for the interview

DAY THREE:

- ❖ Meeting the applicant
- ❖ Past behaviour is a predictor of future behavior
- ❖ Guidelines on asking difficult questions

DAY FOUR:

- ❖ Sharing information with the candidate
- ❖ Ending the interview professionally
- ❖ Conducting background checks for final candidates

DAY FIVE:

- ❖ The interview arena
- ❖ Keeping your top performers
- ❖ Introduction to performance appraisals
- ❖ Course Conclusion
- ❖ POST-TEST and EVALUATION

Training Requirement:

“Hands-on practical sessions, equipment and software will be applied during the course if required and as per the client’s request”.

Please note that the above topics can be amended as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

As per the course location - This rate includes participant’s manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:30	Recess (Prayer Break & Lunch)
13:30 - 15:00	Last Session

For training registrations or in-house enquiries, please contact:

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Training & Career Development Department

