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Conducting Successful Interviews Course

Duration

2 Days (08:30 - 16:00)

Objectives

Conducting Successful Interviews course will assist with employing the right Candidate for the right job. Students will walk away with the following: A thorough interpretation of the Employment Equity Act, A blueprint for interviewing 'attitude' and an understanding of the requirements of the Labour Relations Act as it applies to interviews.

Who should attend?

This course is intended for HR Practitioners & Administrators as well as Line Managers & Supervisors.

Prerequisite

Grade 12 with Maths, English & Communication literacy

Course Outline

1. Preparing for an interview
 - Researching the Candidate
 - Structuring the interview
 - Preparing the necessary documentation
2. Gathering the right evidence
 - Making the right interpretation
 - Knowing when to ask for proof and when to accept an answer as truth
 - Tests & questions
 - Best practice techniques
3. Communication skills
 - Opening and closing techniques
 - Speaking the same language as the Candidate
4. Understanding legislation
 - Knowing your responsibility
 - Maintaining confidentiality
 - Understanding the Candidate's rights
5. Using the information you gather
 - How to analyse & interpret the information gathered from the interview

To check the course schedule, location, pricing and to book online please visit

http://www.multimediacentre.co.za/courses/art_of_interviews.php

Our outlines are a guide to the content covered on a typical class. We may change or alter the course topics to meet the objectives of a particular class.

Job Interviews Course

Duration

1 Day (08:30 - 16:00)

Objectives

Job Interviews, Make Impression Last course is for anybody who wants to get a foot in the door. This course will assist students by maximising your chances of success during the interview process.

Who should attend?

This courses is intended for Job Seekers or anybody making an effort to improve their career prospects.

Prerequisite

Grade 10 with English

Course Outline

1. Preparing for an interview
 - Appearance, speech, attitude
 - Researching prospective employers
 - Preparing the necessary documentation

2. Conduct & behaviour during an interview

- Maintaining equilibrium
- Projecting an air of confidence
- Answering the questions for which you do not have an answer

3. Communication skills

- Writing with flair
- Speaking with care
- Confident body language

4. Understanding legislation

- Knowing your rights
- Dealing with unacceptable questions

5. Preparing the CV that everybody wants to see

- Keeping it short and powerful
- Compiling an honest CV that makes the most of your competence

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