

MANAGEMENT INTERVIEW TECHNIQUES



Course Objectives

- To recognise the types of interviews used in the workplace
- To be able to describe the range of interview methods that can be used
- To make comparisons and decide between the use of open and closed interview questions
- To be able to apply job, appraisal, discipline, grievance and return to work interview techniques
- To be able to carry out effective interviews
- To identify the major problems hindering effective interviews

Location:

NLT Training or employers premises if suitable

Duration:

Duration
1 Day

Designed For

Managers and Supervisors involved in interviews for recruitment, discipline, return to work and appraisals

Course Content

- The objectives of interviews and their types
- Prioritising objectives from interviews
- Roles in the interview
- Interview methods and techniques
- Interview rating systems
- Dealing with opposition to interviews
- Conducting interviews
- Case Study and Role Plays

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