

INTERVIEW SKILLS TRAINING

Course Aim:

This workshop is designed to equip delegates with the confidence, skills and techniques required to conduct an effective selection interview and ensure compliance with relevant employment legislation.

Course Duration:

1 Day Workshop

Booking is essential as places are limited.
We look forward to seeing you there.

**Contact Catriona at 056 770 1060
to secure your place.**

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Learning Outcomes

At the end of this programme, participants will be able to:

- Comprehend the legal obligations relating to recruitment
- Draft a job and person specification
- Complete an interview with confidence



Programme Content

This programme covers:

- Introduction to recruitment and selection
- Drafting a job and person specification
- Drafting questions for the interview
- Conducting the interview
- Overview of legislation
- Practical role play exercise

Methodology

Training will be based on an experiential learning model with learning transferred through trainer presentation, case studies, role play group discussion and practical exercises. Each session will be highly participatory and practical with an emphasis on building confidence to enable participants effectively complete a selection interview.

WHEN

Thurs 30th Nov. 2017
9.30am – 4.30pm

WHERE

Lyrath Estate Hotel,
Dublin Road, Kilkenny

PRICE

Standard Rate
€350 per person

Programme Team



Mary Cullen



Liam Barton



Keith Connolly