

One Day Workshop in:

COMPETENCY BASED INTERVIEWING SKILLS

Workshop Content:

- 1. Introduction to Recruitment**
 - Sources of Recruitment
 - The Recruitment Cycle
- 2. Recruitment and the Law**
 - The Employment Equity Act
 - The Labour Relations Act
 - The Basic Conditions of Employment Act
 - Recruitment and Testing
- 3. Preparing the Basics**
 - Job Descriptions
 - Competencies
 - Examples
- 4. Recruitment Advertising**
 - A look at typical ads
 - Writing good ads
- 5. Refining the Search**
 - Interpreting CV's
 - Screening & short listing
 - Behaviour based selection
- 6. Planning the Interview**
 - Framework of the Interview

7. Conducting the Interview

- Body Language
- Detecting Deception

8. Checking references

- Preparations for practical interviews

Target Group:

- Human Resources Managers
- HR Practitioners
- Recruitment Specialists
- Line Managers
- Small Business Owners

Facilitator: Peter van der Schyff

Certification: After attending the workshop, learners will receive a certificate of attendance

Please note : Admission conditions and cancellation policy applies.