



Interviewing Skills Workshop:

Developing Hiring Skills:

- Studying the Job Profile/Description
- Determining the core competencies – both technical and functional
 - Knowledge
 - Skills
 - Attitudes
 - Credentials
 - Experience
- Prioritizing competencies
- Identifying the role of the candidate in the team

Structure and Methodology of an Interview:

- Progressive Stages of an Interview
 - Preparing for an interview
 - Opening an interview
 - Building rapport
 - Gathering information
 - Giving information
 - Closing an interview
- Probing Skills:
 - Effective use of questions
 - Types of Questions:
 - Open-ended questions
 - Close-ended questions
 - Factual Questions
 - Questions about Opinions and Feelings
 - Exploratory Questions



- Acceptable and Unacceptable Questions
- Questioning Technique
 - S – Situation
 - P – Perception
 - I – Intervention
 - L – Learning

Key Areas of Interviewing:

- Having the right body language while interviewing
- Reading the body language of the interviewee
- Having the appropriate tone while interviewing
- Importance of listening skills while interviewing
- Effectively dealing with the pressure of attaining targets

Training Hours:

The total duration of the training program will be 16 hours

Training Methodology:

- PowerPoint Presentation
- Role Plays & Simulations
- Games and Group Activities
- Audio and Video Clips
- Individual Feedback

Resources Required:

- MMM Training Solutions will conduct the training.
- Maximum number of participants to a class will be 20.
- The training will be conducted at a venue organized by your organization.
- The LCD projector & Audio speakers