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
Interviewing Skills
Workshop

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