



Interview Skills

**When**

Friday 26th February 2010

Venue

Education Development Centre
Milner St, Hindmarsh

Time

9am – 5pm

Cost

\$499.00 incl GST per person

Early Bird

\$449.00 incl GST per person
Book by 5th February 2010

Group Discount

10% discount on the above prices for 3 or more people

Registration

Complete and fax back form

Payment

Invoice will be forwarded via email to be paid by 25th February 2010

Transfer Policy

If you are unable to attend the full fee is payable however, you may transfer your booking to another person for the same date.

Learn How To Predict Employees' Performance On The Job

Some interviews don't help you predict who will do the job effectively. This workshop shows you how to conduct a simple competency-based interview that will help you to predict potential employees' performance on the job. Develop your skills on the workshop - with feedback on the day to enhance your technique.

Who is it for? People wanting to improve their interview skills; access example interview questions, competences and behaviours; recruit the best person for the job, and avoid hiring mistakes.

This workshop will help you to:

- Understand the difference between a "does your face fit" interview and a competency interview - that will help you predict performance in your organisation.
- Know how to conduct a competence-based recruitment interview
- Ask effective questions using the SOAR (or STAR) technique
- Gather relevant evidence to make effective selection decisions
- Know what to listen for - and take notes about - in an interview
- Learn what not to do in an interview, what not to ask and what not to take notes about
- Learn how to avoid the pitfalls of interviewing
- Improve your interview questioning technique so you obtain detailed evidence of past performance
- Practice your interview technique and receive feedback

Participants leave with a detailed manual to keep for reference and example tools, competences and behaviours.

Facilitated by **Bridget Hogg**, Member of Institute of Professional Facilitators. MAHRI. BSc Psychology. MSc Psychology. Principal Consultant, HR Development at Work.

Registration**ABN 55 207 098 279**

To book your place: print this form, complete the details, sign and fax it to 8234 9485. We will send an invoice to be paid by 25th Feb.

Please book me/us onto the Interview Skills workshop and invoice me for \$ _____ (amount). Your signature.....

Name 1: Mr. Mrs. Ms _____ Organisation: _____

Phone: _____ Email: _____

Postal Address: _____

Name 2: Mr. Mrs. Ms _____ Email: _____

Name 3: Mr. Mrs. Ms _____ Email: _____

Please note my/our special dietary requirements: _____

Complete and fax to 08 8234 9485 to hold your place now.

For more information, or to book an in-house workshop, call Bridget Hogg on 8322 8455.