



# Competency Based Interview Training

Reduce staff turnover and select high performers to your team.

Using the Competency Based Interview technique within your selection interviews will help you identify those that will perform well within your team.



## COURSE AIM

The training equips you with the skills to conduct more reliable interviews, which will help you identify the most talented individuals.

This competency-based interview training is designed for those who are responsible for making the selection decisions. It can be tailored to meet the needs of team leaders, managers and recruitment practitioners.

THIS COMPREHENSIVE  
1-DAY TRAINING  
COURSE COVERS  
ALL RELEVANT TOPICS  
INCLUDING:

- Job analysis
- Creating Competency-frameworks
- Evaluating and scoring competences
- Different interview techniques & best practices
- Different question types
- Interview pitfalls
- Interviewing Skills Practice – with feedback
- Legal obligations



# Course Overview

Adopting a structured, professional approach will leave all candidates with a positive impression of your business, with the highest potential people more likely to accept your job offers, over those of competitors.

Conducting interviews structured around competences enables you and your line managers to more accurately evaluate the suitability of a candidate and therefore improve the quality of your selection decisions. You are also introduced to psychometric profiling, which can further boost the power of assessments.

These more objective interviewing techniques are vital for a fair, accurate assessment. They minimise the subjectivity that can creep into interviewing and help interviewers focus on the factors that make a real difference to job performance, rather than being distracted by superficial characteristics, biases or personal preferences.

The course is interactive and allows you to practice skills and receive feedback. We can include your own organisations competences within the training or provide some that best match your values.

The outcome of the training will be to introduce a consistent, evidence-based approach to interviewing. Using the competences throughout the business also adheres to best practice guidelines, avoids risks of bad hires, and ensures compliance with employment and information/data legislation.

For future reference, the participants will be provided with a companion workbook covering:

- ❑ Best Practise Guidelines
  - ❑ Structured Interview Competency Question Banks
  - ❑ Structured Interview Competence Rating Sheets
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# Workshop Delivery



- ONE DAY SESSION (9.00 AM - 4.30 PM)
- VIRTUAL DELIVERY - VIDEO CONFERENCE FACILITY
- NUMBER OF PARTICIPANTS X 6
- WORKSHOP FACILITATOR X 1
- BUSINESS ACTORS X 3 (PM ONLY)

# COMPETENCY-BASED INTERVIEWING ONE DAY VIRTUAL WORKSHOP OPTIONS

Option 1 - £3650.00

## Competency-Based Interviewing Workshop – Standard

- Liaise with Client regarding **best match competency fit**.
- Produce Competency-Based Interviewing Workshop content, exercises, and workbook
- Prepare Competency-Based Interviewing Workshop exercises and presentation
- Facilitate a one-day Competency-Based Interviewing Workshop virtual session
- Provide Business Actors x 3 for half day on the Competency-Based Interviewing Workshop It is beneficial for delegates to practice and learn their skills with professional Business Actors, and to receive quality feedback from them.

Option 2: £4250.00

## Competency-Based Interviewing Workshop – Tailored

- Liaise with Client regarding their **competences and values** being incorporated into course design.
- Produce Competency-Based Interviewing Workshop content, exercises, and workbook
- Produce tailored Competency-Based Interviewing Workshop Interview Role Play briefs
- Produce tailored Competency-Based Interviewing Workshop exercises and presentation
- Facilitate a one-day Competency-Based Interviewing Workshop virtual session
- Provide Business Actors x 3 for half day on the Competency-Based Interviewing Workshop. It is beneficial for delegates to practice and learn their skills with professional Business Actors, and to receive quality feedback from them.

PLEASE NOTE: All costs are exclusive of VAT and Sundry Expenses

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Are you considering this training but would like to know more?

For additional no-obligation advice please contact us and one of our experts will be happy to discuss your requirements.