This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Interviewing Skills (First Edition)

Course Specifications

Course Number: AXO84–130
Course Length: 1 (5 hours 30 min.)
Prerequisites: None

Description: This ILT Series course teaches students the fundamentals of interviewing. Students will prepare themselves to interview a prospective employee by identifying the necessary skills and the type of personality that will fit best in the company. Students examine the guidelines for interviewing candidates, researching references, handling difficult candidates, evaluating candidates, choosing objectively, and appropriately following up with all interviewees. Course activities also cover understanding the laws regarding interviewing and selection–equal employment opportunity, pregnancy discrimination, disabilities, and immigration status–and functioning within their parameters. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Topic-Level Outline

Unit 1 : Fundamentals of interviews

    Topic A: Importance of interviewing skills
        A–1: Identifying types of interviews
        A–2: Understanding pre–employment testing

    Topic B: Success factors
        B–1: Identifying success factors
        B–2: Defining a job
        B–3: Analyzing and defining the culture

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (http://www.collegeafricagroup.com)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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