



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 for Management

Course Specifications

Course Number: ELK88-676

Course Length: 0.5 day(s)

Course Description

Every manager knows that to be successful, a company needs to build teams of employees who are the top in their field, work well together, and are happy in the company. However, it is often difficult for managers to find and hire the best people. In this course, you will practice techniques that will empower you to do just that—to hire the best candidate every time through strategies that will improve your success in interviewing. This can reduce or even eliminate significant turnover and allow your company to focus instead on achieving production goals.

Course Objective: You will examine guidelines and strategies for making effective hiring decisions.

Target Student: Managers and supervisors who need practical interviewing skills.

Prerequisites: It is extremely important that you check with your Human Resources department to become aware of both your company's hiring policies and procedures as well as the legalities involved in the interviewing process.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

- Pentium 90 MHz or higher processor, or Macintosh PowerPC.
- Screen resolution of 800 x 600 set to 256 colors.

Platform Requirements

Software Requirements

- Windows 95, Windows 98, Windows 2000, Windows ME, Windows NT 4.0, Windows XP Home Edition, or Windows XP Professional.
- Microsoft Internet Explorer 5.0x, 5.5, or 6.0; or Netscape Navigator (excluding 6.0 and 6.1).
- Adobe Acrobat Reader 6.0 or higher; Apple QuickTime 5.0 or higher; Macromedia Flash Player 6.0.79 or higher; or Macromedia Shockwave 7.0.2, 8.0, 8.5, 8.5.1 or higher.
- Turn off pop-up blocking (Windows XP with Service Pack 2 Internet Explorer users only).

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Prepare to interview.
- Conduct an interview and complete the interview process.

Course Content

Lesson 1: Preparing to Interview

Topic 1A: Define the Position Requirements

Topic 1B: Select a Strategy

Topic 1C: Choose Candidates for Interviews

Lesson 2: Interviewing a Candidate and Completing the Interview Process

Topic 2A: Begin the Interview

Topic 2B: Interview the Candidate

Topic 2C: Select the Candidate

Topic 2D: Reconsider the Search

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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Excel Advanced 2013 [Ebook](#), workbooks, and solutions.
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