

do it right

effective interviewing skills

When I interview people, and they give me an immediate answer, they are often not thinking. So I'm silent. I wait. Because they think, they have to keep answering. And it is the second train of thought that is the better answer.

Robin Leach

Interviewing is all about questioning, listening & understanding. Deciding comes later. Interviewer has a Hobson's choice: a wrong hire may damage the organisation, at the same time a good prospect not hired is hard effort (of many weeks) gone by.



Objectives

Understand the interviewing process

Get familiar with important interview specific communication skills

Understand effective interviewing skills

Who should attend?

Middle level, Senior level

What is the duration?

1 day, 2 days

[choose duration](#)

Interaction language

Hindi, English, Hindi/ English

Methodology

Multimedia Presentation

Lecture

Facilitated Discussion

Group exercise

Individual exercise

Study material

Anecdotes

Role plays

Games

Q & A

Contents

Types of interview

Major employer concerns

Skills

Personal characteristics

Money

Effective interview communication skills

Effective listening

Empathy

Non-verbal communication

Critiquing

Receive & provide feedback effectively

Effective questioning techniques

Group interviews

Interview outcomes

Take Away

Following this training workshops, the participants will be able to appreciate and imbibe skills/ behaviour for effective interviewing.

To benefit from this training workshop as an organization or, an individual or, a group, please [contact us](#).

Contact: info@incrove.com; 9810209401