



HCT

Progressive, Innovative & Interactive Training



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Programme Details

Programme Title	Recruitment and Interview Skills
Duration	1 Day
Accreditation	Certificate of Attendance
Number of Learners on programme	16
Specific Entry/Access and Exemptions Requirements:	No Entry Requirements required for this programme
Who should attend this course:	People wishing to improve their recruitment skills

Recruitment and Interview Skills

Programme Aim: This programme has been designed to enable participants to develop the knowledge and skills necessary to perform effective interviews ensuring that the objectives of the organisation are met. The programme is designed for those actively involved in the interview process and will focus in on obtaining the relevant information from the interviewee through skilful questioning, probing and listening techniques.

Participants of this programme will:

- Devise a simple rating system and fully establish the competencies needed.
- Understand the importance of role definition
- Develop role definitions and candidate profiles
- Prepare, Organise and Control interviews
- Utilise and understand effective questioning techniques
- Use behavioural interviewing techniques
- Use active listening skills

Programme Content

- Interview from start to finish
- Recruitment law
- Recruitment Documentation
- Probing questions
- Questioning technique
- Listening skills verbal and non verbal
- Matching the competencies
- Getting the real facts
- Understand behaviours

Delivery Method	Buzz Groups, Experiential Learning, Self Directed Learning, Learner Centred
Certification Required	Learners will be required to demonstrate their understanding of the content of the programme through a range of tasks including role play, exams and practical assessments
Certification	On Completion participants will receive a Certificate of Attendance
Progression Route	FETAC Level 6 in Supervisory Management
Specific Support Available	A range of accommodations and supports are possible according to specific needs. This programme comes with a very comprehensive manual as an excellent source of reference after the programme. HCT are committed to providing support to learners where/when it is required. In all cases, participants will have to complete a reasonable accommodation request, for more information.
Trainers	Our trainers that deliver this programme consists of industry professionals with a passion for training, this experience provides them with up to date industry practices, which is energetically delivered to learners.
Required fluency in generic skills	Generally learners engaging in learning activities are ready to take on a new task in a personal capacity or role. Learners can follow direction and are moving towards independent learning. Learners will have the ability to read basic short text in a non-supported environment and will be able to make sense of quantitative information within a familiar setting or unfamiliar task in a familiar setting.

Recruitment and Interview Skills Certificate of Attendance