



Corporate Coach Group

Training that transforms



Training Proposal Selection Interview Skills

Selection interview training

This one day course will show your delegates how to:

- ✓ Select the right candidate for a position.
- ✓ Avoid the perils of picking the wrong candidate
- ✓ Figure out the exact requirements of the role
- ✓ Describe the attributes of a "Perfect candidate"
- ✓ In advance of the meeting, prepare the correct questions for those attributes
- ✓ Prepare an interview protocol that can be applied to every applicant
- ✓ Apply the same protocol to each candidate fairly
- ✓ Ensure you keep within the law
- ✓ Set up the room correctly
- ✓ Keep good records

Selection interviews are very important because an organisation is only as good as the people who work in it.

Selection interviews are a specialised form of communication.

Selection interviews skills will enable your team to identify the best candidate for a particular post, and to avoid the perils of picking a wrong candidate.

Selection interview skills are a combination of your abilities as a personal communicator, together with a special step by step process.

Selection interview skills depends upon preparing the questions well in advance of the interview.

If the selection interview is NOT well prepared, then it will be "messy" and you will NOT pick the best candidate.

If the selection interview is well prepared, then it will be very successful and you will pick the best candidate.

This course will show you exactly how to prepare for a successful selection interview process.

Selection Interview Skills - Course overview

Morning

Introductions

Select the right candidate for a position

The advantages you gain by picking the right candidate.

Avoid the perils of picking the wrong candidate

What are the painful consequences you suffer if you pick the wrong candidate?

Figure out the exact requirements of the role

The first skill to master is that of analysis.

Analysis is the act of breaking things down to their component parts.

We need first to analyse the job role and break it into its component parts

Example

Take a job role and break it down into its component parts.

Identify the necessary attributes

Next we need to identify the attributes, skills, knowledge, abilities and experience that would be necessary to fulfil the demands of the role.

Make a list of all the attributes needed.

Describe the attributes of a "Perfect candidate"

Build a model of an "Ideal candidate".

Prepare in advance

Figure out the tests for those attributes in advance of the meeting,

Then ask yourself, what test, or question can we ask that will find out whether or not the candidate has the skills.

Ensure you keep within the law

There are certain types of questions that you must not ask.

You cannot discriminate on the basis of:

1. Age
2. Transsexual
3. Married or civil partnership
4. Being pregnant or having children
5. Disability
6. Race, colour or ethnic origin
7. Religion or belief
8. Gender
9. Sexual orientation



Correct order and sequence

Figure out the correct order and sequence of the questions and agree a final format for the interview.

Asking the right questions

Apply (essentially) the same test to every candidate in the same way.

Afternoon - Apply the tests to each candidate fairly

Each candidate should have a similar test, but tailored to the individual candidates' personality and abilities.

Listen to the candidate

Listen for their key attributes.

Listen for their key weaknesses, if any.

Observe the candidate

Watch them and observe their reactions.

Look at their body language.

Be aware of any incongruent body language.

Set up the room correctly

The environment should be conducive to a good test.

- Seating
- Lighting
- Noise
- Enough space
- Freedom from distractions or interruption.

Keep good records

You need to keep good contemporaneous notes.

Role play examples

Test your skills with a role play example.

Final summary and action plans



The training is designed to comply exactly with your requirements

Your organisation shall provide a fully-equipped classroom for the entire duration of the training course.

Corporate Coach Training shall prepare and supply all the course and teaching materials for the participants.

The expected number of your participants per course is to be confirmed.

Corporate Coach Training shall make its own travel and accommodation arrangements.

Corporate Coach Training shall provide a detailed course proposal to meet the requirements of YOUR ORGANISATION as stated.

The proposed course structure shall clearly outline what topics would be covered on each day.

The method of training is as follows:

The training is to be:

- Delivered in an enthusiastic and interesting way that will involve all the delegates.
- Whilst being consistent with the plan, the training must be flexible and responsive to the needs of the individual delegate group.
- Highly practical, structured and organized.
- Allows enough time to be able to ask individual questions.

Is it a lecture or more of an interactive workshop?

The training is very interactive and interesting

1. The trainer gives a clear explanation of the point in question with specific examples.
3. Then, the delegates practice by doing an exercise with each other.
4. The delegates practice by doing exercises with the trainer.
5. All points are supported with full written notes to take away.
6. Delegates are asked to write down an associated action, for each point made. At the end of the day, we have about twenty such actions, from which the delegates choose six which are the most personally meaningful.

What are the costs / investments?

In-house course

Daily rate is £1,950 for up to 20 delegates.

Plus £80 for each additional delegate over 20.

Plus hotel accommodation for trainer if needed (*Premier Inn type: not the Hilton!*)

The training days are inclusive of:

- Full days training
- Printed course notes
- Travel expenses
- Written action plan to take away
- Audio download of the programme
- Access to our post course portal
- Three months FREE telephone coaching

Plus three months FREE telephone coaching to answer any on-going questions

To answer any on-going questions, you will also receive email and telephone support from your trainer, after you have attended the course.

We suggest the following plan of action:

Would you please send to me:

1. Any amendments or changes you wish to make to the programme.
2. The dates you wish to train
3. The next plan of action

Thank you

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