



Interviewing Skills

Your hands sweat. Your heart palpitates. Your mind is a confused jumble of fragmented advice and expected behavior. No, it's not your first date. It's your first time interviewing candidates for an important job opening.

Although the ability to hire the right people is critical not only for your organization, but for your own success and advancement, very few managers know how to tell the difference between a top performer and an 'eloquent incompetent'. In fact, a recent survey showed that more than forty percent of hiring decisions are made on the basis of appearance factors alone.

Interviewing Skills workshop is tailored for delegates who would like to gain better interviewing skills and learn how to conduct successful interviews for choosing the right employee(s). Our Recruitment & Interviewing Skills workshop will show candidates how to; gain winning interview skills; be a better interviewer and learn how to interview effectively.



July 09-13, 2018 | Monday, Wednesday & Friday

6:00 pm to 9:00 pm

PKR 6,000/-

Venue: IBA City Campus



Most Valuable Learning

- Design a selection process which will ensure that the best people are recruited
- Plan and undertake effective one-to-one interviews
- Differentiate between those candidates who 'Do A Good Interview' and those that can 'Do A Good Job'
- Recognize the importance of using a range of selection tools
- Explain the legal, social and political context of recruitment and selection
- put together an appropriate person specification comprising well-written competencies
- Arrive at soundly-based selection decisions combining information from a variety of sources and ensuring the support of all interested parties.
- Identify the characteristics of effective advertisements which will attract the right candidates, comply with legislation and also add to the diversity of an organization.



Course Outline

- What is the Job Interview?
- Types of interviews
- Define the stages of the selection process
- The Hiring Process and mistakes related to them
- What to expect...before, during, and after
- Organizing Interviews
- Conduct interviews to determine suitability
- Define the type of person suitable for that job
- Types of Questions of the interviews
- Body Language
- After the Interview
- Ending the Interview



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Target Audience

Our workshop will cover the practical skills needed to make recruitment interviews productive and focused. It will allow delegates to understand the stages of the recruitment process and how to conduct an effective interview so that they are able to attract the best candidates and choose the best person for the job.

- Directors Human Resource Managers, Senior managers
- Middle Manager
- Local government Departments Heads
- Managers, department heads, team leaders and supervisors
- Technical and academic team members



Trainer's Profile

Subhan Sharif practices pro-activeness and innovation to his personal and professional life. A lifelong learner, he has completed his graduation from University of Karachi, also achieved trainings from Manchester College Of Professional Studies in Information Technology Manchester UK , Central School of Professional Studies in Business Administration, London UK and Pakistan Institute Of Tourism And Hotel Management, Karachi, PK. He also holds the proud honor of achieving a scholarship from University of Oxford.

Journey from IBA to OXFORD was a nice learning experience for Subhan as he explains among many of his certifications. He names a few like Personal Coaching from The Coaching Academy at Manchester, UK and PRINCE 2 from Maven Trainings Certification at Leeds, UK and Strategic Marketing & Marketing Management from Institute Of Business Administration.

Different companies in corporate sector engage him to train their employees and Educational institutes including universities invite him to speak to their audience.