

Mastering Interviewing Skills

4.5 PMI PDUs | 4.5 IIBA CDUs

Format: Live Instructor-Led Online through Zoom
Duration: 4.5 hours

Technology and Attendance Requirements:

Computer with a browser, Zoom, a microphone and speaker. For this workshop, camera should be on if possible and you must be actively participating.

Hiring the candidates who best fit your organization can prevent high turnover, low employee retention, and lost revenue - and it all starts with conducting an effective interview. Whether you are an experienced interviewer looking to refine your techniques or someone new to the process, “Mastering Interviewing Skills” provides a hands-on, immersive experience designed to help you identify the best candidate.

This experiential course is designed to equip participants with the essential skills and knowledge needed to conduct effective interviews in a professional setting. You will learn how to use a structured interview approach, ask probing questions, handle challenging situations during interviews, and evaluate candidates’ responses.

Learning Outcomes:

During this course you will learn how to:

- Effectively prepare for an interview
- Use a structured interview method to successfully lead an interview
- Develop and deliver structured interview questions
- Ask probing questions to best understand the candidate’s skills and experience
- Evaluate different interviews to determine the best possible candidate

Content:

- You will learn how to use a structured interview method.
- You will practice developing structured interview questions.
- You will practice evaluating candidate responses.
- You will create and ask probing questions to uncover missing information from sample interview responses.
- You will apply techniques for handling challenging situations during interviews.
- You will participate in a realistic interview role play.