

# Interviewing Excellence

## 2 Day Workshop

### Workshop – Learning Objectives:

- Improve their Interviewing Skills
- Develop an understanding of project / service based biz requirements to effectively probe and screen candidates
- Build candidate management knowledge by effective interpersonal skills
- Practice Interviewing best practices, tips, tricks and traps
- Recommend course corrections to internal stakeholders based on influences including operating environment, competition and benchmarks
- Enhance compensation and title negotiation structures per biz influences
- Explore Stakeholders / Functional / Technical Management's Stated Vs Hidden Needs via Effective Interviewing Plan – Do – Check – Act Cycle
- Evolve Interviewing Process Group Interactions & Promote Internal and External Experiences By Effective Corporate Branding

### Workshop – Learning Outcomes:

#### Post Workshop, Participants' Outcomes Include:

1. Effective understanding and appreciation of Interviewing Methodologies and Framework
2. Appreciation of internal stakeholder and external candidate negotiation challenges against biz requirements and meeting milestones
3. Identify critical success factors across the life cycle for Interviewing
4. Avoiding Interviewing Traps by practicing "Plan – Do – Check – Act"
5. Acquiring communication and influencing skills to promote an enjoyable candidate engagement and stakeholder experience
6. Synchronise candidate negotiation management tactics and techniques and nurture early conversions and / or drop outs
7. Enabling faster decision making interviewing approaches suiting all stakeholders
8. Utilising the newly acquired interviewing skills management in actual project/ service situations for stakeholder benefits

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### Workshop Outline – 2 Days

[Experiential Sharing Based Learning Methodology Through Presentation – Case Study & Activity Based Directed Learning Approach – 6 Major Topics @Approximately 2.5 Hours Coverage Each] [Schedule: 9:15-10:45AM / 11-1PM / 1:45-3:15PM / 3:30-5:30PM]

1. **Art of Asking Questions**

Traditional Interview Questions; Cognitive Interview Questions (Reasoning – Intuition – Perception); Behavioural Interview Questions; Case Interview Questions; Core Competency Questions; Investigative Interviewing

2. **Behavioural Competencies** (*Including Breakout Session towards 25+ Skills Assessment covering Attention, Commitment, Decisiveness, Influencing, Integrity, Negotiation, Relationship, Teamwork*)

3. **Candidate Assessment Skills** (Business – Managerial – Technical – Performance); Assessing Knowledge; Assessing Attitude; Assessing Motivations

4. **STARE** (Situation/Service Based Questioning; Technical/Tasks Based Questioning; Aptitude/Attitude-Based Questioning; Reaction/Response Based Questioning; Emotions/Ethics Based Questioning)

5. **Negotiation Skills:** Stepwise Negotiation – Tactical Piercing (PIERCE: Probe – Instigate – Elicit – Reciprocate – Conclude – Evaluate)

6. **Hiring Basics:**

Values & Ethics - Traits Vs Behaviour - Skills Vs Attitude - Culture Fitment - Reference Checks – Do's & Don'ts – Best Practices & Benchmarks From Rest of World Leaders!

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### Other Details:

- Payment to be made within 15 days from the date of the invoice.
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training Consultants Pvt. Ltd. Sieger will charge on INR basis only.
- Overseas clients will have to take care of all the training materials directly as briefed by Sieger Training. However, Sieger can procure some (which can be transited) not all, on behalf of the client but any additional charges for custom clearance has to be taken care by client only.
- Facilitators Travel & Food have to be taken care by the client
- Clients will have to arrange LCD, Speakers, Mike on their own.
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