

Workshop On **INTERVIEWING SKILLS**

RESUME

EXECUTIVE SUMMARY
Profile

Work Experience

WHO SHOULD ATTEND

Human Resource Managers, senior managers
Recruitment Manager
Local government Departments Heads
Managers, department heads, team leaders &
supervisors

MODE

On Campus

INVESTMENT

7,000 +5% SST

PROGRAM OVERVIEW

Your hand's 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

TOPICS COVERED

- . 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



LEARNING OUTCOMES

- . Design a selection process that 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.

TRAINERS PROFILE

Subhan Sharif

Visiting Faculty, IBA Karachi



Subhan Sharif practices pro-activeness and innovation in his personal and professional life. A lifelong learner, he has completed his graduation from the University of Karachi and also achieved training 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 the University of Oxford. The 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 in Manchester, UK, and PRINCE 2 from Maven Trainings Certification at Leeds, UK, and Strategic Marketing & Marketing Management from the Institute Of Business Administration.

DISCOUNT POLICY

10% for 2 or more participants & 15% for 5 or more participants from the same organization

CONTACT US



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PROGRAM & POLICIES

Registrations are only confirmed when full payment has been received from a participant. For a detailed cancellation policy, please visit: <https://sdp.iba.edu.pk/cancellation-policy.php> The Institute may cancel or postpone a program due to insufficient enrolment or unforeseen circumstances. In this case, the institute will refund registration fee, but will not be responsible for any other related expenses including cancellation/change charges by airline and travel agencies. The Institute reserves the right to make changes in its program dates, faculty, policies, and fees at any time. Payment can be made via cheque/bank draft payable to the "Institute of Business Administration, Karachi. "

IBA CEE

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