

COMPETENCY BASED INTERVIEWING & TARGETED SELECTION



COURSE OUTLINE

This course will equip participants with the skills needed to implement a robust competency-based interviewing strategy effectively. Each module is designed to build upon the previous one, culminating in a comprehensive skill set that will enable participants to enhance their recruitment processes and improve their talent acquisition outcomes.

Module 1: Recruitment in the South African Context

Module 2: The Search and Selection Strategy

Module 3: Introduction to Competency Based Interviewing

Module 4: Preparing for the interview

- Common Interview Problems
- Competency Categories

Module 5: Interviewing Skills

- The Competency Based Interviewing Process
- Practical role play including preparation for and conducting competency-based interviews

Module 6: Assessing and rating candidate responses

Module 7: Post Interview Strategies

Length: 2 Days (8:30 – 16:30)

ABOUT THIS TRAINING

Hiring mistakes can be exceptionally costly and risky for any organisation. Gain expert insights into the power of Competency-Based Interviewing (CBI). The techniques learnt at this course will help you conduct more effective interviews, to provide a more holistic picture of the candidate that will contribute to selecting the right talent fit for the team and the organisation. Designed by a seasoned, professional recruiter with 20+ years of industry experience. The course is a blend of theoretical knowledge and practical application, including real-life scenarios and role-playing exercises.

WHO SHOULD ATTEND

- Everyone involved in the interviewing process
- HR Professionals and Recruiters
- Hiring Managers and Team Leaders
- Talent Acquisition Specialists

WHAT WILL I LEARN?

- Understanding your company's unique Employee Value Proposition
- Why hiring right the first time is critical
- Drawing up job descriptions, identifying essential characteristics and develop selection criteria
- Plan and prepare effectively for the interview
- Develop questions to uncover values, motivation, motives, behaviours, habits, self confidence and self-esteem
- Adopt a CBI approach to Identify compatibility gaps



Pricing

WHAT'S INCLUDED:

- A trainer who is a subject matter expert
- A comprehensive learner guide packed with practical tips (PDF for virtual / printed for face-to-face training)
- Digital certificate of attendance
- Post-training Trainer Report

WHAT THE CLIENT WILL PROVIDE:

Option1: Virtual Instructor Led Training

- Fast, reliable internet connection
- Computer / laptop for each participant - capable of using the meeting software (Zoom or Microsoft teams) and fitted with a microphone and camera
- Printing facilities - should the delegates wish to print their course material before the training

Option 2: Face-to-Face Training

- The training venue, refreshments, and meals for the delegates and the trainer
- All audio-visual equipment: data projector, flipchart/whiteboard and pens
- Pen and paper for the delegates
- Trainer's air or road travel (@R 3.50 pkm) expenses and accommodation for training further than Johannesburg or Pretoria.

PRICING TABLE 2 DAY TRAINING COURSE:

| Number of Delegates | Price per delegate for 2 Day Training Course (excl. VAT) | Total cost per group based on the number of people attending (excl. VAT) |
|---------------------|--|--|
| 4 | R 6 510 | R26 040 |
| 5 | R 5 208 | R26 040 |
| 6 | R 4 340 | R26 040 |
| 7 | R 3 802 | R26 614 |
| 8 | R 3 396 | R27 168 |
| 9 | R 3 080 | R27 720 |
| 10 | R 2 832 | R28 320 |
| 11 | R 2 606 | R28 666 |
| 12 | R 2 454 | R29 448 |
| 13 | R 2 308 | R30 004 |
| 14 | R 2 184 | R30 576 |
| 15 | R 2 076 | R31 140 |
| 16 | R 1 980 | R31 680 |
| 17 | R 1 900 | R32 300 |
| 18 | R 1 826 | R32 868 |
| 19 | R 1 760 | R33 440 |
| 20 | R 1 700 | R34 000 |

*Terms & Conditions Apply. Prices change depending on number of delegates trained.
Please request a formal quotation.