



Competency-Based Interviewing Skills Course

A 5-star rated course from the training experts



Competency-Based Interviewing Course

On our Competency-based Interviewing course you will learn how to prepare, deliver and evaluate an effective interview so that you can select the best candidate for your vacancy, team and organisation.

Introduction

To perform an effective interview that identifies the right person for a job can be a challenging process.

Key decisions taken at this time can have a considerable impact on the work, team and organisation.

By utilising a competency-based approach the interviewer can identify who is the best fit for high performance and organisational success.

This comprehensive and practical course will enable you to become a confident interviewer who is able to design effective questions to illicit key information so that you can identify the best person for your position.

Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £690 and Online from £590 (full day). Please email or call us with your preferred venue, number of delegates and any requests.

Who would benefit from this course?

This course is ideal for anyone involved in interviewing staff for recruitment, whether you are new to interviewing or want to develop your interviewing skills.

Classroom & Online Courses

We offer this course as a classroom based course and as a live, interactive online course.

Our classroom courses are run as public courses at the venues shown below or as a private course anywhere in the UK.

Our online courses are available for people anywhere in the world with internet access. You will be able to see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses

Small Class Sizes

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Materials

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

Google

5.0 ★★★★★

We all found the session incredibly useful and have been implementing some of the actions based on our learnings.

Michael Ashcroft, Nestle Health Science



Competency-Based Interviewing

Course Outline

Course Objectives

- ✓ Understand a vacancy and the best person to optimise business performance
- ✓ Use a competency-based approach to create the necessary documentation required for interview process
- ✓ Appreciate how to communicate effectively when running an interview
- ✓ Prepare specific interview questions to can illicit essential information to enhance your selection
- ✓ Perform a successful competency-based interview using a four-part structure

- ✓ Evaluate and select the most appropriate person for your vacancy

Topics

Understanding the Vacancy

- Competencies in the workplace
- Job Description
- Job Specification

Competency-Based Interviewing

- Understanding of the competency-based approach
- Benefits

Face-to-Face Interviewing Skills

- Building rapport

- Face-to-Face communication
- Competency-based questioning skills

Active listening skills

- Competency-Based Interview Structure
- Preparation
- Four-part structure

Evaluating and Selecting the Best Person

- Measuring and assessing candidates
- Declining a candidate

Google

5.0 ★★★★★

A well structured and thought out course with practical scenarios and a knowledgeable trainer.

Sue Harris, Arts Council

For private courses the course content can be adapted to suit your requirements. Please contact us to discuss your requirements.



Competency-Based Interviewing Course

Why Choose M Training's Competency-Based Interviewing Skills Course

- Run by a specialist trainer with over 15 years experience in running training courses
- Rated 5 Star in Google, Facebook and on post course feedback.
- CIPD & ILM Qualified trainers
- Public & Private courses available in classroom and online.
- Convenient training locations in Manchester, Leeds, Liverpool and Birmingham.
- Course notes and support material
- Certificate of achievement

Private and One-to-One Courses

One-to-one and private group courses are available from £690 for a one day classroom course and from £590 for a private online course .

These courses are ideal if you cannot make one of the set course dates or if you want a more advanced course or different course outline/focus.

One-to-one and private group courses can be run anywhere in the UK, at our Manchester office or via Virtual Classroom online.

How To Book

If you have any questions, or would like to book your Competency Based Interviewing Skills course, send us an email or give us a call.

Email: info@mtraining.co.uk

Call: 0161 226 6032

Or visit: www.mtraining.co.uk

We offer group booking discounts for two or more delegates.

I just wanted to take the time to let you know how much I and the team have enjoyed your training sessions.

Overall, the trainers we have met have all been really easy to get along with, they're dedicated, have our interests at heart and we would have no hesitation coming back to M Training, should we need you again in the future.

**Kayleigh
R52**

