



SAYA LEADERSHIP
Inspiring...Awakening...

INTERVIEW SKILLS PROGRAM



Objective: To enable you to select the right talent through practicing effective interviewing techniques.

Eligibility: Employees across all functions that are required to conduct interviews on a regular basis.

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FOR MORE INFORMATION - VISIT: www.sayaleadership.com



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Course Outline:

At the end of the course, you will be able to learn and apply:

- Choosing the Right People for the Role / Job.
- Knowing and Understanding the Basics of the Interviewing Process and its Key requirements.
- Interviewing Techniques and its application.
- Developing effective interview skills in alignment with job requirements and selection criteria.
- Interviewing skills and techniques including Curious Questioning, Resonant Listening, The importance of Silence in an Interview, Non Verbal Communication, etc.

Methodology -

- Facilitated Conversation and Dialogues
- Role-Play and Activity
- Case Scenario Analysis

Program Outline:

1. Building Awareness
 - Knowing Dominant Styles of Leadership / Followership of Self
 - Cost of Wrong Hiring to Organization
 - Jim Collins – “Getting the Right People on the Bus”.
2. Preliminary Considerations
 - Talk about the organization, unit, function & Act as ‘Brand Ambassadors’ (Being the Employers of Choice)
 - Understanding the Organization recruitment and selection process
 - The Interview Environment:
 - ♣ Preparing the interview room
 - ♣ Style of interview required –A one-to-one interview, Telephonic / VC, Panel Interview, etc.
3. Reading the CV: Key Factors to Consider
4. Knowing the Key Components of an Interview: Basic Checkpoints
5. Exploring Interview Styles
 - Unstructured Interviews
 - Structured or Behavioral Interviews
 - Case Interviews
6. Competency Based Interviews – The ‘STAR’ Approach
 - Situation / Task
 - Action
 - Result.
 - Role-Play and Feedback Sharing
 - Asking the Right Questions, and nothing that can be sensitive to the candidate.
 - Awareness to Gender Sensitivity awareness, & Questions to avoid.
7. Fundamentals of Communications and the associated Skills
8. Managing Interview Bias
9. Evaluating the Interview

Faculty: Mr. Yogesh Dani

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