



**YOU'RE HIRED**

**A INTERVIEW  
SKILLS WORKSHOP**



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## A INTERVIEW SKILLS WORKSHOP

### WORKSHOP OUTLINE & OBJECTIVES

- Understanding the importance of Interview preparation
- Identifying the do's and don'ts of successful interviews
- Creating an effective environment for maximum interaction
- Identifying requirements and clarifying expectations
- Designing a clear, concise and appropriate selection process
- Evaluating answers, behaviours and experience
- Selecting and discussing candidates
- Formalising offers and further correspondence

### WORKSHOP SCHEDULE

- 08:30 Registration & Coffee
- 09:00 Workshop Commences
- 10:30 Morning Refreshments
- 13:00 Lunch
- 15:00 Afternoon Refreshments
- 16:00 Workshop Ends

### COURSE METHODOLOGY

This workshop is conducted with maximum use of practical application of the skills acquired. Participants will, both by themselves and in groups, work with role plays, problem solving, case studies and unique training exercises to ensure they acquire, reinforce and retain newly acquired skills, attitudes and characteristics.

### EDGE TRAINING CONSULTANCY

Edge Training is a Fully Accredited Training Provider with the Services Seta, Accreditation #1135. Edge is a Level 2 BBBEE Company with over 17 year's Human Development training experience in and around Southern Africa. Edge is able to provide training throughout South Africa with a National Footprint of Agencies.

#### EDGE TRAINING CONSULTANCY (PTY) LTD



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BEE Level 2

SSETA Accreditation #1135

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