

INTERVIEWING SKILLS



Business success through people

4 & 5 October 2010
Midrand Conference Centre, Midrand,
Johannesburg, South Africa



Business success through people

YOUR PRESENTER

Daphne Els

Daphne has 20 years experience in human resources and business strategy as well as line management, focusing on project delivery and execution in strategy, organizational development, career development and training needs assessment and development.

Her areas of expertise are project management, acting as Skills Development Facilitator and change management. She has consulted to organisations ranging from small, to blue-chip, including governmental organisations.

Conference Programme

Interviewing Skills

**Is your organisation's productivity and profitability suffering
due to incorrect placement of staff?**

**The skill of interviewing effectively is critical to ensuring effective
recruitment and selection of the correct candidates.**

PURPOSE

This is a Unit Standard intended for managers in all economic sectors. These managers would typically be second level managers such as heads of department, sections heads or divisional heads, and may have more than one team reporting to them.

Duration

Learners attend a 2-day classroom-based training workshop.

NQF Level: 5

Learning materials

Each learner receives a Learner Guide containing readings, activities, case studies and application guides

Learning Outcomes

Learners will be able to:

- Document Staff Selection Procedures
- Advertise for and shortlist candidates for selection interview
- Conduct selection interview and make employment decisions
- Conclude contract with successful candidate and notify unsuccessful candidates

Life Skills Training

Learning Goal:

To examine the role of self management skills as an aspect of work ethic, to better appreciate its importance in the workplace, and to develop strategies for improving personal and management strategies.

Lesson objectives:

At the end of this workshop, learners will be able to explain and apply the process of self management within the working environment and within your personal life.

CONFERENCE FEE:

Interviewing Skills

ZAR 4 500.00 excl VAT

For more information contact:

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To register Click Here

http://www.cittraining.co.za/1this_reg_form.php

Please note that we reserve the right to cancel scheduled training dates should there be insufficient response and numbers.

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