

TRAINING

Adult learning theory states that lessons need to be applied and evaluated by adults for optimal learning. We integrate this theory into our training by incorporating individual exercises, role-play, teamwork, skill practice, coaching and evaluations.

This workshop will be customized and have verbiage, role-plays and exercises that are “real-life” to your organization. Participants will bring a job description from their department to work with during the session as a potential job opening.

The Training Edge will incorporate any current interviewing forms, processes, and competencies that are already established in your organization.

OBJECTIVES

At the conclusion of this training program, the managers will be able to:

- Understand how to hire excellent employees

COURSE CONTENT

ATTRACT AND HIRE EXCELLENT EMPLOYEES

- Attracting the best
- Proactive recruiting
- Sources for networking and recruiting
- Selling the benefits of your organization – this is a two-way interview
- Fishing in a larger pond – recruiting a diverse group of people
- Developing a pipeline of candidates

PREPARE FOR THE INTERVIEW

- Core competencies – creating a match
- Performance skills and technical skills – what is the difference and how do I measure/assess both types of skills
- Traits vs. behaviors – understanding the differences
- Developing behavioral based questions to increase the likelihood of success
- Using past performance to predict future behavior
- Understanding what behaviors constitute a particular skill or competency
- Preparing the interview worksheet

THE INTERVIEW

- Building rapport
- Setting expectations
- Asking prepared questions – for legal reasons and to compare apples with apples
- Listening carefully
- Utilizing the interview worksheet and checklist
- Avoiding stereotypes
- Allowing candidate to ask questions
- Concluding the interview
- Discussing next steps

THE DECISION

- Utilizing the interview worksheet
- Evaluating skills
- Using multiple interviewers
- Making the best choice
- Follow-up with candidates

LEGAL ISSUES

- Which groups are protected
- What you can and can not ask
- Keeping yourself clear of any potential issues
- Staying fair and legal

FINAL INTERVIEWS

- Participants will interview 3 candidates for a position and decide who they will hire
- All the skills discussed throughout the workshop will be practiced during this closing exercise

ACTION PLANNING

CLASS SIZE

Maximum of 16 people per workshop.



HIRING EXCELLENT EMPLOYEES

EXPENSES

The Training Edge, LLC will be reimbursed for all reasonable travel expenses for airline and ground transportation, hotel accommodations, meals, parking, tips and shipping of materials.