

Title: Interview techniques and appraisal skills

Aims: To enable participants to develop interview and appraisal skills

Objectives: Examine theories of interviewing
Explore role of job specification
Examine how to conduct an interview
Develop feedback skills

Target Audience:

This course is for candidates who are required to interview and appraise staff

Course Content

- Interviewing theory
- Job specification
- Ensuring equality
- Role of appraisal
- Team working
- Setting goals and clear objectives
- How to motivate staff – theoretical and practice
- Case study
- Developing good interview and appraisal skills
- Dealing with conflict

Commentary

This course is for those who are involved in a management or supervisory role. It explores management theory, and assesses the candidate's management style. It enables participants to develop new skills and explore other methods of managing. There is also training on dealing with conflict in the workplace and developing clear goals and positive team working. This course runs over 1 or 2 days, depending upon the exact requirements.