

Workshop on Hiring The Best – Successful Interviewing Skills



Tuesday, April 9, 2019 (9.30 a.m. to 5.00 p.m.)

Venue: AMA Seminar Hall, Torrent-AMA Management Centre, Core-AMA Management House, AMA Complex, ATIRA Campus, Dr. Vikram Sarabhai Marg, Ahmedabad 380 015

Perspective: Poor interviewing skills cause many problems and can cost a company dearly. In today's dynamic and fast growth companies, most managers will be faced with the task of interviewing candidates – something at which few people are naturally adept.

This activity-based hands-on workshop deals with every phase of the selection interview and will help the participant create a clear strategy for the behavioral interview process and develop a coherent framework within which to assess what various candidates have to offer.

Content

- Planning and Preparing for the interview; Defining the Job Specification – What are we looking for? Identifying the Competency & Values Indicators; Deciding your Interviewing Strategy; Judging the Candidate on Paper.
- Starting the interview – Establishing rapport; Assessing the 'soft skills' in candidates; Interpreting Body Language & Speech patterns; Behavioural Interviewing – Keys to Success; Ending the interview - Ensuring commitment
- Art of Asking Questions & Evaluating Responses; Moving the Interview Forward Productively; Avoiding Common Mistakes Interviewers make; Recognising your Biases; Legal Dimensions of Conducting Interviews
- Handling the Silent, Talkative, Hostile, Evasive Applicant; Tips for Telephone & Videoconference Interviews; Handling High Potential Applicants; Making the Decision and Communicating it to Others; Leaving a Good Final Impression.

For Whom: This program would benefit Human Resource Managers, Recruitment Executives, Area Sales Managers and Senior Operating Managers responsible for selection of people.

Methodology: Self-assessment Exercises, Case-studies, Group Activities & Audio-Visual presentations

Faculty: Mr. Vincent D'Silva, Principal Consultant, Silva Management Services

Vincent has over 25 years of work and consulting experience in reputed organizations in the areas of Strategic Planning, Marketing & Manufacturing. His courses on Communication Effectiveness, Sales & Service Excellence and Leadership Development have been conducted in India, the Middle East & South-East Asia. He is an Engineer from VJTI, an MBA from the S. P. Jain Institute of Management, and has been a faculty at several renowned business schools and corporates in India.

Fee: Rs.1600/- per participant including GST. Concession for Member 10%, Patron Member 20%. Fee includes course fee, cost of reading material, lunch & refreshment. Cheque should be drawn in favour of "Ahmedabad Management Association". **If you wish to avail GST Credit, please provide your GST Number. Tax Invoice will be issued on receipt of your GSTN.**

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Registration Form:

Please fill-in and return this form along with participation fee to :

Ahmedabad Management Association, AMA Complex, Ahmedabad 380015.

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Website: www.amaindia.org • **Android Mobile App:** AMA-Ahmedabad amaIndia.org

Name(s)	Position
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