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AHMEDABAD MANAGEMENT ASSOCIATION®

Interactive Workshop

Selecting Right Person

Going Beyond the Conventional Methods Using Competency Set Base, Value System Base & Behavioral Job Interviewing Questions

Friday, December 16, 2016 - 9.30 a.m. to 5.00 p.m.

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

Considerable amount of time and effort is spent in selecting people for a job, an assignment or a position. Right choice means great benefit to the organization; and a wrong choice a great loss. ***What is our current success rate? Can we improve our score? What more needs to be done?*** Many questions and possibilities arise

This workshop will aid the participating selectors to

a. Get a clear understanding of their own biases in selection, rejection and ignoring
b. Become skilled in interviewing current job holders and record essential competencies required to excel in the given role, job or position
c. Become skilled in Behavior Based Interviewing using STAR (Situation-Task-Action-Result) style narration
d. Become more proficient in the use of other related processes

Flow & Content

- Current methods of selection and their efficacy
- What kind of people we tend to select, reject or ignore – Mirror effect and Distorted Mirror Effect
- How BBI -– STAR model (Situation Task Action Result) helps in testing the competency level of the candidates?
- Listing the competencies required by interviewing current ace job holders encompassing
- Physical attributes; Emotional maturity; Social Skills; Technical Skills; Managerial Abilities
- Leadership Abilities; Value system
- Listing undesirable factors (habits, traits, tendencies) and their method of assessment for an assignment, a job or a position
- Other possibilities; Finding right job for the person;Helping a person to make a right career choice
- Involving teams in selection process; Deciding the 'Must' factors and the 'Want' factors
- Use of Written tests

Workshop Facilitator: Mr. Suresh Pandit, HRD-OD-Productivity specialist has helped numerous organizations and selectors in selecting right persons from within the organization and outside.

Fee : ₹1500 per participant.Fees include course fee, cost of reading materials, lunch and refreshments. (Concession: 10% for members, 20% for patron members). The cheque may please be drawn in the name of **'Ahmedabad Management Association.'**

Programme on Selecting Right Person — December 16, 2016

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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Name(s)	Position
1.	
2.	
Organisation:	
Address:	
	Pin Code:
Phone:	Mobile:
E-mail:	