

Programme on

EFFECTIVE INTERVIEWING SKILLS

- Selecting the Right Candidates

Wednesday, May 1, 2019 - 9.30 a.m. to 5.00 p.m.



Venue: Torrent-AMA Management Centre, Core-AMA Management House, AMA Complex, ATIRA Campus, Ahmedabad

INTRODUCTION: Interviewing candidates is part of a manager's job. Attrition of employees has become part and parcel of today's corporate environment. Selecting the right candidates requires a strategic approach and thoughtful consideration. It has to be scientific and systematic. Carelessness on your part can put you in big trouble.

This workshop will help you to devise a strategy to eliminate many of the problems involved in interviewing, enabling you to recruit the right candidates, each time and every time.

OBJECTIVES

- To conduct the interviews in a very lucid manner.
- To understand various aspects of conducting interviews.
- To create a very congenial environment while conducting interviews.

CONTENTS (One-day Programme)

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| • Programme Overview | • Preparing Questions |
| • Job Analysis – A Critical Base | – Common Job Interview Questions |
| • Elements of Recruitment Process | – Some Other Job Interview Questions |
| • What Attributes / Traits Companies look for ? | • Reading Body Language |
| • Designing an Advertisement | • Closing an Interview |
| • Considering Applications | • Analyzing an Interview |
| • Preparing an Interview Strategy | – Interview Rating Sheet |
| • Questions to Ask Yourself | • Points to Remember |
| • Assessing a Resume | • Programme Sum-up |

METHODOLOGY: Discussions, Exercises, Video Films, Role Plays, etc.

WHO SHOULD ATTEND ?

All who are involved in the Interview Process ... This training will enhance their professional excellence through a mixture of powerful techniques.

Faculty: HIREN VAKIL, Corporate Trainer & Management Consultant

Fee: Rs.1600/- per participant inclusive of 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".

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

Ahmedabad Management Association, Dr. Vikram Sarabhai Marg, ATIRA Campus, Ahmedabad 380 015.

Mobile: 9537407187, 7069940917, 7203030990 • Phone: 079-26308601-2-3-4-5 • Fax: 079-26305692

E-mail: ama@amaindia.org • Website: www.amaindia.org • Android Mobile App: AMA-Ahmedabad amaIndia.org

Cheque should be drawn in favour of "Ahmedabad Management Association".

Name(s)	Position
1. _____	_____
2. _____	_____
Organization:	_____
GST No.:	AMA GST No.: 24AAATA 5881D1ZO
Address:	_____
Telephone(s):	Mobile:
E-mail: <input type="text"/>	<input type="text"/>