



Programme on **EFFECTIVE INTERVIEWING SKILLS** **- Selecting the Right Candidates**



Friday, July 7, 2017 • 9.30 a.m. to 5.00 p.m.

Venue : Torrent -AMA Management Centre, Core-AMA Management House, AMA Complex, ATIRA Campus, Ahmedabad 380 015

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)

- Programme Overview
- Job Analysis – A Critical Base
- Elements of Recruitment Process
- What Attributes / Traits Companies look for ?
- Designing an Advertisement
- Considering Applications
- Preparing an Interview Strategy
- Questions to Ask Yourself
- Assessing a Resume
- Preparing Questions
 - Common Job Interview Questions
 - Some Other Job Interview Questions
- Reading Body Language
- Closing an Interview
- Analyzing an Interview
 - Interview Rating Sheet
- Points to Remember
- 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 : **Mr. Hiren Vakil**, Corporate Trainer & Management Consultant, Mumbai

FEE : Rs.1500/- per participant inclusive of Service Tax. (Concession for members 10%, patron members 20%). Fee includes course fee, cost of reading material, lunch and refreshments. The cheque may please be drawn in the name 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.
Phone: 079-26308601-5 • Mobile: 9537407187, 7069940917 • Fax: 079-26305692 • E-mail: ama@amaIndia.org
Website: www.amaIndia.org • Android Mobile App: AMA-Ahmedabad amaIndia.org”.

Name(s)	Designation
1.	
2.	
Organisation:	
Address:	
	Pin Code:
Phone:	Mobile:
E-mail: <input type="text"/>	