

Conducting interviews



Target audience

All professionals



Prerequisite

No prerequisite



Objectives

- Perfect your interviewing techniques in methodological and attitudinal terms
- Make you fully operational at the end of the course



Added value

- Create your Cultural Profile
- Access to 70 Country Packs
- Pragmatic, fun e-learning
- Interactive method
- Acquire operational tools



Corporate Training Solutions

Duration: to define.

You wish to organise a specific training course ?

Contact us !

PROGRAMME OUTLINE

1. Preparing an interview

- Defining the purpose of the interview
- Preparing one's strategy and tactics
- Making assumptions about the other person's position

2. Structuring the interview

- The different types of interview
- The appropriate scenario
- The various predictable situations
- Asserting oneself

3. Conducting a job interview

- Preparing the interview
- Assumptions to be verified
- Detecting motivation

4. Conducting an appraisal interview

- Objective assessment of past performance
- Drawing lessons
- Setting goals

5. Conducting a refocusing interview

- Clarifying each person's standpoints
- Finding solutions
- Eliciting an undertaking from the other person

6. Conducting a problem-solving or coaching interview

- Putting a problem into words
- Analysing the causes and needs
- Appropriate solution(s)
- Action plan