

Inspired Interviews

Module #6

Workshop Contents

Inspired Interviews contents are below. It runs best as a half day workshop, OR 2 x 1 hour sessions + 1 x 2 hour.

<p>Section 1: Interviewing Challenges (1 hour)</p> <p>First we discuss the challenges of interviewing and uncover some of the pitfalls that can occur. We then work through some tools and techniques to overcome these to be a great interviewer. These include biases, questioning, listening, interview set up and candidate management.</p> <p>Learning Outcome: Practise tools to overcome interviewing pitfalls.</p>	<p>Introductions 10 mins</p> <p>Pitfalls 20 mins</p> <p>Exercise & debrief 30 mins</p>
<p>Section 2: Honing your Interviewing Skills (2 hours)</p> <p>To become a skilled interviewer, you need to practise! This interactive session work through a number of exercises to:</p> <ul style="list-style-type: none">• Building rapport and opening the interview in the right way• Find your interviewing voice so you feel comfortable asking questions• Learning the control method to cope with talkers and get people to open up• How to probe to get the information that you really need <p>Learning Outcome: Demonstrate effective interviewing techniques.</p>	<p>Opening the interview 20 mins</p> <p>Finding your voice 20 mins</p> <p>Using probing questions 20 mins</p>
<p>Section 3: Evaluating Candidates (1 hour)</p> <p>In this last part of the workshop, you'll work through an exercise to evaluate two different candidates and rate them based on the answers they give in the interview. This is a great way to check that you aren't getting fooled by someone who is good at being interviewed - rather than someone who will be great on the job!</p> <p>Learning Outcome: Demonstrating how to use resilience tools.</p>	<p>Evaluation exercise 40 mins</p> <p>Discussion 10 mins</p> <p>Action Plan 10 mins</p>