



Workshop on Interviewing Skills for Employers

To Live/Work by Choice or by Chance is a choice itself!

Background:

In every organization employers go through different steps and procedures in order to identify, analyze and select the right person, for the right position at the right time. Interviewing is one of the vital steps in that process. Employers need certain specific skills in order to find and install exact matches for the positions available in an organization.

Acknowledging this fact, the Training Center at ABCD Consultants has come up with a two day training workshop which is geared towards helping employers fulfill their staffing requirements by conducting effective and comprehensive job interviews and bring in personnel who are suitable for the vacant positions and achieving the organizational goals as a whole.

Who should attend?

HR Managers, recruitment managers, Supervisors, First Line and Middle Managers, Consultants and other HR professionals who are involved in selection and recruitment processes.

Course contents:

After attending this course, you will learn about:

- Types of Interviews
- Basic considerations before an interview
- What to keep in mind while conducting an interview
- The Halo Effect
- Analyzing the collected information
- Studying the body language
- Effective follow-up after an interview



Trainer:

ABCD Consultants is proud to have qualified trainers on its team who can ensure your success using their skills and knowledge as well as the well equipped training environment and materials. The trainer assigned to this training is an MBA holder with extensive experience both in practically managing HR in several well known organizations and in conducting training workshops on Human resources and several other subjects in the field of management.

Fee:

Training fee is Afs. 8,000/- for a two day workshop which includes training materials, certificate, lunch and refreshment.

Approach:

The Interviewing Skills for Employers course is available for fee based participants at ABCD Consultants training center or at your offices in any location in Afghanistan. We usually recommend a two day course but can also offer a more flexible format to suit your schedule.

For more information about ABCD Consultants' training programs:

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or call (0) 771 696 052