

Workshop on Interviewing Skills for Employers
08:30am -03:30 pm
Course Schedule

No	Topic	Duration	Time
1	Introduction and Opening	15 minutes	08:30 – 08:45
2	Pre-test	15 minutes	08:45 – 09:00
3	Introduction	20 minutes	09:00 – 09:20
4	Major types of job interviews	40 minutes	09:20 – 10:00
5	Tea break	15 minutes	10:00 – 10:15
6	How to set up the interview room	30 minutes	10:15 – 10:45
	How to ask questions and listen in an interview	30 Minutes	10:45 – 11:15
7	Questions you need to ask in every interview	45 minutes	11:15 – 12:00
8	Lunch	1 hour	12:00 – 01:00
9	Evaluating the candidates after the interview	30 minutes	01:00 – 01:30
10	Some general Tips and Techniques	30 minutes	01:30 – 02:00
11	Practicing interviews	1 hour 20 min.	02:00 – 03:20
	Post-test and Closing	10 minutes	03:20 – 03:30