Luthando Skills & Training

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Advanced Selection, Interviewing & Recruitment Skills

Proven Techniques for Dramatically Transforming Your Ability to Hire Effectively

3 Day Training Courses

Date	Venue	Fees
18-20 June 2025	Sandton	R 8,999

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Why Choose this Training Course?

Recruitment and selection are crucial management tools, and the cost of making poor hiring decisions is often hidden but significant and avoidable. The theme of this international program is doing it right. Companies like Intel, Google, and Apple have achieved success partly because of their exceptional recruitment processes, which they never compromise.

In this Luthando Skills training course on Advanced Selection, Interviewing & Recruitment Skills, you will learn the latest methods and techniques that cover all critical stages of the interviewing process. This hands-on training course has limited numbers to allow for practice, skill-building, and confidence development. Upon completing the program, you will be ready to apply the techniques immediately in your role. The program aligns with best practices in HR analysis.

Here's why you should attend this Luthando Skills training course on Advanced Selection, Interviewing & Recruitment Skills:

- Interviews are a part of almost every career, whether for recruitment, performance appraisals, or discipline—learning the right approach will always benefit you.
- Master the complete interview cycle using the latest techniques to enhance onboarding procedures after recruitment.
- Learn how to interpret body language and detect when candidates are being untruthful—an essential skill.
- Gain the ability to craft competency-based questions and pre-write targeted interview questions that get to the core of the matter.

Objectives

The goals of this Advanced Selection, Interviewing & Recruitment Skills training course are to:

- Learn and master the new recruitment process and be able to explain it to others
- Demonstrate the ability to create recruitment criteria and craft precise, scoreable interview questions
- Assess and explain the value of utilizing different testing methods
- Recognize the benefits of using personality profiles and be able to explain their importance for recruitment, development, and succession planning
- Analyze and interpret various types of body language, particularly when individuals may be untruthful
- Prepare by practicing interview techniques to ensure theoretical knowledge is applied, allowing you to confidently conduct or lead a professional interview upon returning to work

Who is this Training Course for?

This Luthando Skills training program on Advanced Selection, Interviewing & Recruitment Skills is specifically targeted for anyone who interviews or takes part in the interviewing process. It is particularly suited to those who have not been trained yet as this is due to the new advances in interview psychology back up by new research. The techniques can also be used for appraisal, and where disciplinary interviews are used. Anyone involved in talent selection and development would also benefit.

This Advanced Selection, Interviewing & Recruitment Skills training course is suitable for a wide range of professionals but would greatly benefit:

- HR and Training Personnel
- Line Managers and Supervisors
- Succession Planners & Developers
- CEO's and Directors
- Department Heads

How will this Training Course be Presented?

This Luthando Skills Advanced Selection, Interviewing & Recruitment Skills training course is a very practical, interactive training with a high level of delegate participation. There will be illustrative examples and throughout the program, group work. All of the training will carried out in a relaxed supportive atmosphere.

Participants will also have the opportunity to see testing materials. Also, they will do themselves a high level personality questionnaire.

Organisational Impact

Recruitment is an essential management tool that now demands a high level of skill and expertise. Organizations sending

delegates to this Advanced Selection, Interviewing & Recruitment Skills training program can expect to:

- Optimize time, effort, and costs while enhancing the effectiveness of the recruitment process, covering the entire procedure from A to Z
- Leverage existing information to create high-quality, scoreable, and unbiased interview questions
- Implement a new process that minimizes the risk of litigation and poor hiring decisions
- Use a new behavioral system as an effective tool in recruitment, aligned with your organization's core competencies
- Stay up-to-date with the latest testing methods and tools
- Learn to identify which personality profilers are effective—and more importantly, which ones are not

Personal Impact

- You will evaluate your own knowledge and experience in recruitment and selection
- You will become familiar with the new process for a successful recruitment procedure
- You will have the opportunity to practice essential skills for conducting interviews
- You will create personal action plans for continuous improvement
- You will conduct an interview using the techniques taught in the course
- You will learn methods to identify falsified documents or detect when candidates are being dishonest
- You will have mastered one of the most important management skills at an advanced level

Outline

Day One:
Understanding Recruitment - Separating Fact from Fiction

- How to Measure and Financially Show the Cost of Bad Recruitment
- First Series of Interviews
- Self-assessment of Your Current Interviewing Skills
- Fact vs. Fiction about Interviewing
- Introduction to the Recruitment Process Map

Mastering the Process – The New Approach to Successful Interviewing

- Understand the Job and the Importance of the Job Description and Criteria Exercise
- How to Write Key Criteria and its Link with Competencies
- Writing the Job Advertisement – how to attract talented people, winners not losers
- How to Write Interview Questions

Day Two:
Testing, Personality Profiling and References

- Shortlisting – a new approach to save time and avoid bias
- Testing and its Improvements
- Occupational & Abillity Testing
- The Growth of Mental Illness and the Impact on Recruitment
- Personality Profiling
- How Assessment Centres Work and their Increasing Use Today
- The Importance of References

Finalising Pre-written Questions, Room Set-up and Arrangements and Understanding the Vital Role of Body Language

- Procedure for Starting every Interview
- Finalizing your Interview Questions – writing scene setters
- How to Use Probing Questions
- How to Score and Who does the Scoring? - practice
- Pre-interview Administration - from making all the arrangement including room set up
- Understanding Body Language and Correctly Decoding it

Day Three:
Practice and Practice

- Recap of the Steps so Far
- Use of Skype and Phone Interviews
- Putting the Interview Process into Action
- Time Table of the Interviewing for the Day
- Role Allocations for Interview
- Review of Interview and Individual Feedback
- On-boarding – strategies from maximising on your successful recruitment