

## TRAINING

Adult learning theory states that lessons need to be applied and evaluated by adults for optimal learning. We integrate this theory into our training by incorporating individual exercises, role-play, teamwork, skill practice, coaching and evaluations.

This workshop will be customized and have verbiage, role-plays and exercises that are “real-life” to your organization. Participants will bring a job description from their department to work with during the session as a potential job opening.

The Training Edge will incorporate any current interviewing forms, processes, and competencies that are already established in your organization.

## OBJECTIVES

At the conclusion of this training program, the managers will be able to:

- Understand how to hire excellent employees

## COURSE CONTENT

### ATTRACT AND HIRE EXCELLENT EMPLOYEES

- Attracting the best
- Proactive recruiting
- Sources for networking and recruiting
- Selling the benefits of your organization – this is a two-way interview
- Fishing in a larger pond – recruiting a diverse group of people
- Developing a pipeline of candidates

### PREPARE FOR THE INTERVIEW

- Core competencies – creating a match
- Performance skills and technical skills – what is the difference and how do I measure/assess both types of skills
- Traits vs. behaviors – understanding the differences
- Developing behavioral based questions to increase the likelihood of success
- Using past performance to predict future behavior
- Understanding what behaviors constitute a particular skill or competency
- Preparing the interview worksheet

## THE INTERVIEW

- Building rapport
- Setting expectations
- Asking prepared questions – for legal reasons and to compare apples with apples
- Listening carefully
- Utilizing the interview worksheet and checklist
- Avoiding stereotypes
- Allowing candidate to ask questions
- Concluding the interview
- Discussing next steps

## THE DECISION

- Utilizing the interview worksheet
- Evaluating skills
- Using multiple interviewers
- Making the best choice
- Follow-up with candidates

## LEGAL ISSUES

- Which groups are protected
- What you can and can not ask
- Keeping yourself clear of any potential issues
- Staying fair and legal

## FINAL INTERVIEWS

- Participants will interview 3 candidates for a position and decide who they will hire
- All the skills discussed throughout the workshop will be practiced during this closing exercise

## ACTION PLANNING

## CLASS SIZE

Maximum of 16 people per workshop.



# HIRING EXCELLENT EMPLOYEES

## EXPENSES

The Training Edge, LLC will be reimbursed for all reasonable travel expenses for airline and ground transportation, hotel accommodations, meals, parking, tips and shipping of materials.