

Workshop on

Behavioral Interviewing Skills and Recruitment Process



December 15, 2022
10:00 AM to 04:30 PM
Movenpick Hotel,
Karachi

WORKSHOP OBJECTIVES

More and more organizations are faced with the challenge of maximizing the time they spend attracting, inspiring and retaining top performers and right fit for their organizations. That's why the interview itself, though just one part of the selection, yet is a critical step in the employee selection process. All managers in the organizations conduct interviews throughout their career, and try to select the best candidate based on their own experience of the role, without having any formal training to do so.

Quoting Dr. Paul Green, a pioneer in developing behavioural interviewing processes: "past actions predict future performance." Behavioural interviewing focuses on the applicant's past actions and behaviors, and not subjective impressions that can sometimes be misleading. This type of interviewing improves your organization's overall hiring ROI (cost of hire or re-hire, training and productivity costs, impact on morale, etc.) and competitive edge in today's market. It also reduces risk in potential bias and is more legally defensible than any other type of interview.

This training shall help participants to evaluate their current practices and also to learn techniques that will help them to move closer to find the right fit for the job.

ABOUT SOFTAX

Softax (Private) Limited has been established in 1997 with an objective to part with affordable quality training in the field of Taxation & Corporate laws, Internal Audit, Accounting and Finance etc. by introducing a unique teaching concept of "learning for solutions". Today Softax is proud to have trained over 32,000 Corporate Executives and arranged more than 900 workshops and short courses.

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REGISTRATION DETAILS?

Please send following information of participant(s) through e-mail:

1. Name
2. Designation
3. Organization
4. Phone #
5. Cell #
6. E-mail

CONTENTS

- Planning the interview Process
- Branding the Organization through Interview process
- Strategies and styles for Effective Interviewing practice
- Techniques for opening and conduct for interview
- Looking at the sync of values and Behaviors
- Asking the right questions to get the answers
- Suitable questions to get the behavioural indication
- Knowing different types of biases during interviews and how to avoid these
- Different types of questions for different roles
- Closing the interview
- Selecting the candidate
- Process after the interview
- Action plan for the interviews

Workshop Investment:

Rs. 15,995/-

(Inclusive of Taxes, Course Material, Relevant Case Studies, Lunch, Tea and Certificate of Participation)

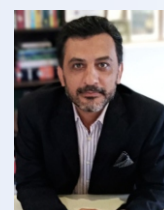
COURSE FACILITATOR

Mr. Umer Raza Bhutta

Mr. Umer is a Qualified Chartered Member of CIPD and SHRM SCP. He is also official instructor for certification of SHRM SCP and CP in Pakistan. In the last 24 years of profession Mr. Umer has served as Head of HR for Crescent Bahuman Ltd., Serena Hotels and Transworld Associates. Currently he is the CEO of Abundance Business & Consulting, providing consulting, coaching, training and executive Search services.

He regularly provides services to a number of Corporate, Public and Donor funded organisations.

He is also author of three books that cover the subjects of Job Search, Organizational & Personal Development and Entrepreneurship.



For more details, contact:

Karachi

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