SELECTING WINNERS INTERVIEW TRAINING WORKSHOP

During this one-day workshop, your management team will learn an intuitive, easy to implement process for recruiting and hiring great employees. With Selecting Winners, you learn to know exactly what type of person you need to hire. You learn how to recruit using the absolute best, low-cost, and effective recruitment tools and strategies.
And, your team will leave with the confidence to make great hiring decisions without any of the fear, doubts and uncertainty.

The Selecting Winners workshop is a highly interactive, one-day event that uses a variety of multi-media training formats. Everyone involved in interviewing candidates for your company will benefit from the information.

Unlike other training, Selecting Winners gives your team the insight and understanding to simplify what is otherwise an incredibly confusing task. You walk out of our session knowing how to make quality, hiring decisions ...the first time! Lasting individual and organizational change is what you can expect when your team has finished this training.

Here is just a short list of what you can expect your managers learn to:

- How to define success for your particular job and how to build a profile of the person who will succeed on your job. You know exactly what to look for in great detail.

- How to cut both the time and money it takes to find the best candidates who are interested in your job. You won't be chasing numbers but instead you'll go after only the best.

- How to manage large numbers of candidates so you only spend time with the "cream of the crop" candidates. You can quit wasting time interviewing people who have no chance of getting your job.

- How to develop and use only time-tested, proven interview questions. And, how to stay away from the questions that don't work, that force you figure things out and get you into trouble. You will never wonder or struggle with "what to ask next" in an interview again.
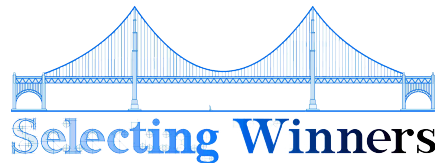
- How to keep every candidate on track so you can avoid wasting time. No more long-winded, irrelevant answers to suffer through.

- How to know whether or not the candidate is being completely truthful … every time!

- How to put your interview team and process together so you get the best information and still maximize your people's time.

- How to use second interviews, reference checks and background checks to validate your decision-making process.

- How to make great hiring decisions without using complicated formulas and with absolute confidence!

SELECTING WINNERS WORKSHOP AGENDA

This one-day workshop is broken into seven modules, Each module uses a variety of learning techniques. First, your team hears the information, then sees a demonstration and finally practices to complete the learning process.

The seven Modules are:

1. Foundation
2. Creating Success In Advance Profiles
3. Recruiting/Screening
4. Interview Preparation/Interview Questions)
5. Implementation
6. Validation
7. Decision

SYNOPSIS OF THE SELECTING WINNERS WORKSHOP MODULES

Foundation

Module Summary – We begin by showing your team the importance of having a process to interview and choose people. They learn the purpose of the selection process is to Predict the Success" of candidates. They are presented with a model for the entire hiring
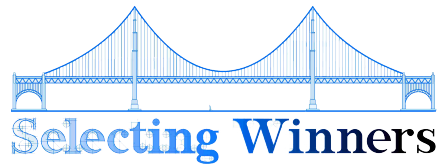
process. Also, they learn to avoid common hiring and process problems that are inevitable when choosing people (and we destroy most of the common myths that surround the hiring process). Finally, your team learns how to use "the best predictor of success" as their personal guide throughout the process.

Developing the Success In Advance Profile

Module Summary – Your team learns to create a Success Profile (a picture of the successful person). They are shown how the Success Profile drives the entire selection process. Working with other team members, they identify the expectations (exactly what the person needs to do to succeed) for the target position. Next, they work on translating those expectations into the knowledge, skills and abilities (the requirements) necessary to accomplish the expectations. The two exercises result in a clear picture of the person who will succeed on their job (Success Profile).

Throughout the workshop, your team is working on real jobs from your company. They only use real examples and avoid any "generic" case studies.

Recruiting/Screening

Module Summary –The key message in this module is that recruiting is a strategic activity instead of an event. Your team learns how to develop an effective, cost-efficient recruitment strategy – and how to put the strategy into practice. They learn how to identify as many new and innovative recruiting sources as possible. And, they learn where not to waste time and energy.

In addition, your team learns a variety of skills, tools and techniques to get from raw candidates to the best of the bunch. They will leave knowing how to wisely invest their time by thoroughly screening resumes and conducting effective phone screens and interviews.

Preparation/Interview Questions

Module Summary – Your team will leave with the most important skill related to hiring people … knowing how to create effective interview questions. They get a proven, easy to implement model for creating the absolute best interview questions. They learn exactly what constitutes an effective question and how to create it. They also learn what types of questions to avoid.

They practice developing questions in a number of exercises from resumes and learn exactly how to probe for details. Most importantly, your team leaves with all confusion about interview questions removed.
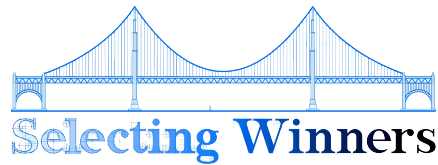
Implementation

Module Summary – The face-to-face interview is where your team will "put it all together". They learn how to manage the entire meeting with the candidate from the opening to the close. Each step is clearly explained with videos examples to eliminate any confusion. Particular attention is paid to problem issues (candidates talking too much, too little, lying, etc.) and how they can be resolved.

Also, your team learns to start the marketing and sales process for the great candidates.

Validation

Module Summary – Making great hiring decisions requires large quantities of credible data. Most comes from the face-to-face interview. To supplement that interview data, your team learns how to use second interviews, multiple interviews, and reference and background checks to make even better hiring decisions. All of the mysteries associated with these follow-up activities are obliterated so your Managers can get the data they need.

Decision

Module Summary – Making the hiring decision is often the hardest part of the process. And, most managers end up using all kinds of subjective criteria. With Selecting Winners we reverse this process. Your team learns how to evaluate the volumes of objective data gathered during all the previous steps. And, they will know exactly how to measure the data against the Success Profile. They will make confident decisions using a simple matrix without relying on any complex formulas or calculations.

Your management team will walk out of the workshop having eliminated all the fear, uncertainty and doubt normally woven throughout the hiring process.

Selecting Winners = Hiring Decisions Made With Confidence and Certainty

Please Contact Us For More Information