

Interviewer Skills

Duration: 1 Day

Time: 9.30 am to 4.30 pm

Venue: Orkney College

Dates: Date on Application

Cost: £87.00 (includes tea/coffee & Lunch)

Qualification:

Orkney College Certificate of Attendance

Target audience:

Anyone who will be involved in interviewing

Course content:

The course will include the following topics:

- Introductions
- Identify different types of interviews
- Identify how to prepare for conducting an interview
- How to prepare an interview plan
- Identify the types of questions you can use in an interview
- Practice carrying out an interview through skills practice

To reserve a place on this course please complete and return the booking form and confirm payment method (cheques made payable to Orkney Islands Council).

PLEASE REPORT TO RECEPTION ON ARRIVAL