

## INTERVIEWING IN ENGLISH

**Interviewing in English**, one of our *Communication Skills in English* Seminars, is a 12-30 hour course which can be taught either intensively (full day sessions), semi-intensively (half day sessions), or as an on-going course. The programme looks at both the language and the communicative skills necessary to conduct selection interviews in English.

### Target Audience

This programme is suitable for managers, Human Resources personnel, or any other category of staff involved in selection interviewing in English. Participants must have a level of competence in English at least at level B1 (intermediate) to benefit from the course. In the case of participants at this level, the full 30 hour course is recommended. At level B2 and above, the number of course hours can, if desired, be reduced.

### Approach

The programme is divided into sections, each dealing with one aspect of effective selection interviewing. A typical section format might be :

- ◆ Participants view a section of a videoed or trainer-delivered interview and analyse its weak or strong points in terms of communicative effectiveness.
- ◆ Practice is given in the language necessary for that section of the interview.
- ◆ Participants are asked to apply what they have learnt up to that point in the course to an interview of their own. The simulation is videoed and feedback is given.

In this way, participants are able to concentrate on one new aspect at a time, while also gradually building up their overall competence.



## Contents

- **What is an Effective Interview ?** An Overview
- **Preparing for the Interview** Defining the Required Skills and Competencies; Screening Applications; The Interview Environment
- **Opening the Interview** Welcoming the Candidate; Introducing Yourself and Others; Explaining the Interview Structure; Putting the Candidate at Ease
- **Giving Information** Selling Benefits – Describing the Company and the Post; Dealing with Candidates' Questions
- **Competency Based Behavioural Interviewing** Planning Questions and Evaluating Answers
- **Questioning Techniques** Open, Closed, Probe and Other Types of Questions
- **Listening Skills and Non-Verbal Communication** Active Listening; Body Language; Speech Rhythm and Intonation
- **Controlling the Interview** Keeping the Candidate on Track
- **Closing the Interview** Summarising and Highlighting; Explaining What Happens Next.

## In-Company Training

The following facilities and equipment are necessary for the course :

- ◆ One plenary room, plus an additional smaller room for each six participants, equipped with whiteboard or flipchart, computer and screen (for Powerpoint presentations) and/or OHP.
- ◆ Video filming and playback facilities (VHS).

## Cost

Please contact us for full details of course costs.