

Recruitment Interviewing Skills incorporating N.I. Legislation

Duration:

One day

Objective

This interactive one-day training course provides guidance on preparing adequately, interviewing expertly and avoiding the legal pitfalls of an interview. It has been specifically designed for organisations in Northern Ireland to address the unique employment legislation that exists in the country.

Contents

Planning the interview

Interviewing do's and don'ts

Northern Ireland employment legislation

- Equal Pay Act (Northern Ireland) 1970 (as amended)
- Sex Discrimination (Northern Ireland) Order 1976 (as amended)
- Race Relations (Northern Ireland) Order 1997 (as amended)
- Fair Employment and Treatment (Northern Ireland) Order 1998 (as amended)
- Disability Discrimination Act 1995
- Equality (Disability, etc.) (Northern Ireland) Order 2000
- Employment Equality (Sexual Orientation) Regulations (Northern Ireland) 2003
- Northern Ireland Act 1998

Interviewing Preparation, Structure & Practice

Questioning & probing techniques

Listening techniques

- Empathy and understanding

Closing the interview and the follow up process

Who should attend

This course is designed specifically for anyone working in Northern Ireland that is, or will be, responsible for conducting recruitment interviews.

Course benefits

Interview confidently in a wide range of situations

Clarify objectives for different types of interview

Develop effective questioning techniques

Your obligations and responsibilities as an interviewer

Additional information

Participants in this Interviewing Skills workshop will gain an understanding of Best Practice techniques for successful candidate management during the interview process.

Certificates

All delegates who successfully attend this course will receive a certificate upon completion.

Trainers background

The trainer for this course has extensive experience in design and delivery of human resource management skills training programmes. They have been successfully delivering training to both public and private sector organisations in N.I. for over 10 years.

Prior to joining Cosensa, they worked as a full time trainer with the UK's largest management training company.