

# Interview Skills Workshop- 2 day



TIME	PROGRAMME
	DAY 1
09.30	Welcome/Introduction/Issues in Selection
	The Structured Interview
10.45	Break
11.00	Preparation for Interviewing <ul style="list-style-type: none"> <li>- presentation/exercise/discussion</li> <li>- Job Specification /Competencies</li> </ul>
12.30	Lunch
1.30	Preparation for Interviewing <ul style="list-style-type: none"> <li>- presentation/exercise/discussion</li> <li>- Developing Performance Indicators</li> </ul>
2.30	Interviewing and Legislation <ul style="list-style-type: none"> <li>- presentation/exercise/discussion</li> <li>- FOI</li> <li>- Equality</li> </ul>
3.30	Break
3.45	Interview Structure and Pre-Interview Considerations <ul style="list-style-type: none"> <li>- presentation/discussion</li> <li>- role of the Chairperson</li> <li>- planning the interview</li> <li>- note taking</li> </ul>
4.30	Learning review
4.45	Close





	Day 2
9.30	Review of Day 1
9.45	Questions & questioning - presentation/discussion
10.45	Break
11.00	Preparation for Panel - Interview practices
11.45	Practice Interviews
1.00	Lunch
2.00	Review of Practice Interviews
3.15	Break
3.30	Marking and evaluation  - presentation/discussion - Candidate feedback
4.30	Learning review
4.45	Close

