



Join the Dots

Recruiting & developing **extraordinary** people

Competency Interviewing Skills

‘Leadership and learning are indispensable to each other’ - John F Kennedy

Objectives

To enable team members tasked with competency activity to develop skills to prepare a list of questions, or themes, and to tease out the situation / event that provides evidence of the required competency.

What is it about and what will it do?

Managers will learn how to reduce the temptation to assess on nothing more than 'gut feel' or instinct and to focus on gathering evidence of required skills, experience and personal qualities, known collectively as competencies.

Who is it for?

Existing team leaders / managers who want to develop excellence in competency based assessment situations.

Outline content

- What is a competency situation
- Competency based interviewing – all in the planning
- How to execute a competency based interview
- Handling and assessing the answers
- Added benefits in competency interviewing
- Examples of competency interview questions



Join the Dots Recruitment and Training Limited

Development House, 64 Britannia Way, Britannia Enterprise Park, Lichfield, Staffs WS14 9UY
Telephone **Birmingham office** +44 (0)121 516 0755: **London office** +44 (0)203 892 5018
www.jthedots.com Registered in England and Wales Company Number 10368594