



*Conference:  
Advanced Selection, Interviewing & Recruitment  
Skills*

*16 - 20 February 2025  
Cairo (Egypt)  
Holiday Inn & Suites Cairo Maadi, an IHG Hotel*

## Conference: Advanced Selection, Interviewing & Recruitment Skills

Conference code: CO8254 From: 16 - 20 February 2025 Venue: Cairo (Egypt) - Holiday Inn & Suites Cairo Maadi, an IHG Hotel Conference Fees: 3875 € Euro

### Introduction

This advanced conference equips participants with modern behavioral interviewing techniques, addressing the limitations of traditional methods. With a focus on psychology and the latest advancements since 2008, attendees will master the skills necessary for effective recruitment, appraisal, and disciplinary interviews. Highlights include practical sessions, insights into psychometric testing, and opportunities to build confidence under expert guidance.

### Objectives

- Recognize the complexities of recruitment and selection in today's modern environment
- Understand and be able to implement the new recruitment and selection process
- Be able to identify and write recruitment criteria for use in advertising, short listing and constructing effective interview questions.
- Be able to demonstrate to others how the new process will save time and increase dramatically interviewing effectiveness.
- Consider the concept of and know when to use testing, and personality questionnaires and when assessment centers are appropriate.
- Be able to design and use the two-step questioning technique which has numeric scoring.

### Methodology

Very practical, interactive, seminar with a high level of delegate participation. There will be illustrative DVD examples and throughout the conference group work. All of the training will carry out in a relaxed supportive atmosphere.

### Organizational Impact

- Maximize time, effort and costs and effectiveness of the recruitment procedure
- Utilize existing information to construct high-quality interview questions that are scoreable
- Use a new process that will reduce the possibility of litigation
- Be able to use the new behavioral system as an effective tool to aid recruitment
- Have up to date knowledge of the latest testing approaches and tools

- Be able to know which personality profilers work and more importantly - those that don't.

## Personal Impact

- You will assess your own understanding and experience in recruitment and selection
- You will know the nine stages in a successful recruitment
- You will get to practice the skills required during the interview process - many of which apply to development and succession planning
- You will develop personal action plans for improvement - particularly the balanced score method and the new behavioral questioning system
- You will have carried out an interview using the technique gathered
- You will be able to use techniques to discover when documents are falsified or when the candidate is not telling the truth.

## Outlines

### Day 1: Where Are We Now - Current Skills and Knowledge Vs New

- Why interviews are often so ineffective
- Examining your current skill levels - Knowledge - exercise
- Examining your current - skills - exercise
- Interviewing first practice
- Interviewing - observing others
- Interviewing - What it's like being interviewed
- The Myths about interviewing - pre-2008 opinions
- Completing your personality profiler

### Day 2: The New Process of Interviewing - New Approach, New Results

- The new recruitment/interview model explained
- Why we need a change
- Review and discussion
- STEP 1: Jobs descriptions and terms of reference their role in the process

- Putting the criteria behavioral map together - what are the criteria?
- STEP 2: Practice exercise gathering criteria information for future use - creating the job advert
- Practice exercise -putting steps 1 & 2 into action
- STEP 3: New approach to shortlisting - how to save lots of time

#### Day 3: Testing, Personality Profiling, and Assessment Centres

- STEP 4: Testing - the three groups of testing - why do we need testing?
- Psychometric Test Vs Occupational tests - latest advancements
- Design and use of local ability test - practical example - group exercise
- Another testing you may want to consider - examples
- STEP 5: Personality profiling - advances in profiling - from "Type" profile to occupational profiles
- Personality profiling - what we use it for - what results in you can expect
- Profile example and exercise - your own profiles

#### Day 4: Questioning Techniques and Observing Body Language

- STEP 6: The new approach to interview questions
- Signposting - advantages for the interviewer and interviewee
- The construction and use of knowledge-based questions - demonstration and practice
- The purpose and use of probing questions
- Starting the interview correctly - practice in groups
- How many people on the interview panel to make questioning meaningful?
- STEP 7: design and layout of the interview room
- STEP 8 How to use body language - practical examples and demonstrations

#### Day 5: Putting Interviewing Skill into Practice

- Review of learning to date
- Practicing introductions - group team exercise
- The real cost of bad interviewing

- Practical interview - Interview 1
- Practical Interview - Interview 2
- Practical interview - Interview 3
- Making the final selections and necessary professional actions
- Program review - updating skill and knowledge sheets

## Registration form on the Conference: Advanced Selection, Interviewing & Recruitment Skills

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
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### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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