Human Resources, Leadership & Management

Interview like a Pro

Course Details

Price

£245.00

Start date

11 May 2027

Length

Half day (09:30-13:00)

CPD Points

3.50

Course Overview

The Interview like a Pro course is designed to help develop essential skills and techniques needed to conduct effective and insightful interviews and identify the best candidates for your teams. This interactive session will use a range of techniques including case studies and examples to provide a comprehensive guide to the entire interviewing process, from preparing for interviews, to evaluating candidates and finally to making the final decision-making.

Content

Introduction to Interviewing

- Understanding the benefits of effective interviewing
- Roles and responsibility of the interviewer
- Common interview pitfalls/challenges and how to avoid them

Prepare for a Successful Interview

- Understanding what you are looking for via clear and concise job descriptions /job roles
- Agreeing your Interview plan
- Planning for the expected and unexpected

Conducting Effective Interviews

- Creating a comfortable environment
- Effective questioning techniques (behaviours, Situational and Technical)
- Listening and observation skills
- Interviewing for Soft Skills and Potential
- Effective note taking

Evaluating Candidates and Making Hiring Decisions

- Technique for assessing skills, experience and cultural fit
- Avoiding conscious and unconscious bias
- Scoring Methodology
- Communicating decisions (positive and negative) to candidates

Other areas:

- Adapting interviews for virtual attendance
- Handling difficult interview situations
- Improving your own interview process via feedback

Benefits

This course will provide delegates with the techniques to build confidence and continuously improve their interviewing skills, while allowing them to enhance their ability to conduct effective and fair interviews and identify and hire the best talent.

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via admin@gta.gg or call us on 01481 224570. If no date is scheduled for this course at the present time please click on the **'Register Interest'** button

and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Victoria Le Poidevin

Vicky Le Poidevin FCA, Dip IoD regularly provides interactive and engaging training sessions to a wide range of financial services and commercial delegates. Vicky continually adapts her training style to suit the variety of delegates that attend her courses, and she actively enjoys running training for all levels of experience including parties at the beginning of their career, directors looking to continually enhance their skills and all parties in between looking to upskill or get ahead in their career. Vicky's training is under pinned by practical, real-life examples that leverage her 20 plus years' experience in the financial services sector. Vicky believes that delegates learn by doing, so she tries to include practical exercises into her courses to ensure the learning experience remains interesting, relevant, and engaging. As well as running numerous training courses, Vicky is a management consultant and has worked with numerous businesses on multiple projects, giving her a unique knowledge and experience to enrich her training. Vicky's generalist financial services experience also includes 10 plus years of auditing and accounting with a big four firm /regional firm and holding senior roles in both the Fund and Trust sector.