

Interactive DVD

Interviewing Skills

Brief

This interactive DVD:

- Examines the recruitment interview
- Discusses the exit interview,
- Chronicles a return to work interview
- Details a probationary review meeting
- Explores an objective-setting, and appraisal review meeting
- Examines promotion interviews

Target Audience

All Fee Earners

Course Duration

3 hours

Benefits

Discussion topics include:

- How to appropriately apply different interviewing techniques and styles.
 - Appropriate preparation for a recruitment interview
 - Typical format of a recruitment interview
 - The purpose of an exit interview
 - Appropriate follow-up after an exit interview
 - Core requirements of a return to work interview
 - Structure of a probationary review interview
 - Setting objectives during an appraisal interview
 - The conduct of the parties during an appraisal review
 - Principles governing a promotion interview
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