



Talent Management Series X (A)

Keys to Successful Staff Recruitment: Competency-Based Interviewing Workshop

(9:00am – 5:00pm, 17 October 2014, Fri)

(6.5 CPD Hours)

Program Objectives

Learn how to:

- Develop key interviewing skills and strategies to conduct competency based approach interview
- Establish a systematic means of enrolling and analysing behavioural data to support a competency based evaluation of candidates
- Practise the approach to relationships at work

Methodology

- Competency-based interview guide
- Mini-lecture
- Group discussion
- Role play
- Psychometric questionnaire

Certificate

- Participants are required to attend the one-day workshop for the eligibility of a certificate (6.5 CPD hours)

Duration

One day

Content

- Defining the job and person specification
- Identifying competencies
- Matching a candidate's qualifications with job dimensions closely
- Competency-based interviews
- Interview structure: SOAR model
- Interview approach: data collection
- Skilful questioning and listening techniques
- Candidate assessment
- Evaluating the evidence
- Other assessment methods
- The DISC Personality System (One **complimentary** test provided for each participant; Original price: HK\$800 per test)

Facilitator

Ms. Virginia Choi J.P.

Enquiry:

Ms Keriny Meng (Whatsapp: 6498 6896 / Tel: 3975 2859 / Email: information@tamtymcgill.com)

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Enrolment Form
Talent Management Series X (A)
Keys to Successful Staff Recruitment:
Competency-Based Interviewing Workshop
(6.5 CPD Hours)

Date: 17 October 2014 (Fri)
Time: 9:00am – 5:00pm
Venue: Level 10, Central Building, 1-3 Pedder Street, Central, Hong Kong
Fee: HK\$ 2,700 each for 1 participant
HK\$ 2,600 each for 2 participants
HK\$ 2,500 each for 3 participants or above

RESERVATION	
Please reserve _____ place(s) for the above event	
Contact Details for Each Participant (Please complete all fields)	
Name:	Mr / Mrs / Ms / Dr (Full Name) _____
Company:	_____ _____
Address:	_____ _____ _____
Title & Dept:	_____ _____
Tel:	_____ Fax: _____
Email:	_____ Date: _____
Payment	
Cheque Payment of HK\$_____ enclosed (payable to Tamty McGill Consultants International Ltd.) (Please send to Tamty McGill Consultants International Ltd., Level 10, Central Building, 1-3 Pedder Street, Central, Hong Kong)	

Enrolment / Confirmation:

- For enrolment, please fill in all fields above and send the completed form by email (information@tamtymcgill.com) on or before 6:00pm, 15 October 2014.
- Seat(s) will be confirmed by email and/or phone call on or before 12:00pm, 16 October 2014.

Payment / Receipt / Invoice:

- A copy of the completed enrolment form AND a crossed cheque made payable to “**Tamty McGill Consultants International Ltd.**” should be returned to Tamty McGill Consultants International Ltd., Level 10, Central Building, 1-3 Pedder Street, Central, Hong Kong on or before 17 October 2014.
- All fee paid are **NON-refundable**.

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