



OBT

OBT Course Outline

SELECTION INTERVIEWING

Main Aims and Key Benefits:	This practical and engaging half-day training equips line managers with the essential skills and confidence to carry out effective, fair, and professional interviews. Designed for managers with limited interviewing experience, the session focuses on simple, structured techniques that support better preparation, stronger questioning, and consistent decision-making. By the end of the training, managers will feel more confident conducting interviews, making evidence-based hiring decisions, and providing clear, constructive candidate feedback.
Course Content:	<ul style="list-style-type: none">▪ Understanding the fundamentals of effective and fair selection interviewing▪ Preparing for interviews and assessing candidates consistently▪ Using structured questioning techniques to gather meaningful evidence▪ Conducting confident, professional interviews▪ Making objective hiring decisions and avoiding common pitfalls▪ Providing constructive candidate feedback and maintaining a positive candidate experience
Training Methods:	<ul style="list-style-type: none">▪ Group discussions▪ Syndicate exercises
Who will benefit:	Bursars, Assistant Bursars, Heads of Department, Senior Team Leaders, HR Managers
Duration:	½ day
Certification:	OBT and Progressive Training
Training Provider:	Progressive Training