



Consulting and Training | Reach New Heights

Course Name

Competency-Based Interviewing & Digital Transformation for HR

Sector Name

HR Strategy and Training

Document Type

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Competency-Based Interviewing & Digital Transformation for HR

Course Introduction

This course aims to equip HR professionals with the essential skills in competency-based interviewing techniques while also addressing the critical aspects of digital transformation within the HR function.

Participants will learn to effectively assess candidates through structured interviews while understanding how digital tools can enhance the recruitment process and overall HR practices.

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Competency-Based Interviewing & Digital Transformation for HR

Target Audience

- ✓ HR Professionals & Recruiters
- ✓ HR Leaders & Talent Management Specialists
- ✓ Line Managers & Team Leaders
- ✓ L&D and Organizational Development Experts
- ✓ Business Owners & Entrepreneurs

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Learning Objectives

- ✓ Understand the principles of competency-based interviewing and selection.
- ✓ Develop and utilize effective interviewing techniques to assess candidates' competencies.
- ✓ Integrate digital transformation strategies into HR processes.
- ✓ Utilize digital tools and platforms for recruitment and talent management.
- ✓ Implement data-driven decision-making in HR through digital solutions.
- ✓ Foster a culture of continuous improvement in HR practices.

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Course Outline

✓ 01 Day One

Introduction to Competency-Based Interviewing

Understanding Competency-Based Interviewing

- ✓ Definition and importance
- ✓ The difference between traditional and competency-based interviewing

Identifying Key Competencies

- ✓ How to define competencies relevant to the organization
- ✓ Techniques for competency identification

Workshop: Developing a Competency Framework

- ✓ Hands-on activity to create a competency framework for various roles

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Course Outline

✓ **02 Day Two**

Interview Techniques and Best Practices

Structuring the Interview Process

- ✓ Designing the interview process
- ✓ Types of interview questions (behavioral, situational)

Conducting Effective Interviews

- ✓ Best practices for conducting interviews
- ✓ Building rapport with candidates

Role-Playing Exercise

- ✓ Participants practice interviewing skills with peer feedback

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Course Outline

✓ 03 Day Three

Digital Transformation in HR

Understanding Digital Transformation in HR

- ✓ Overview of digital transformation concepts
- ✓ Benefits and challenges of digital transformation in HR

Key Technologies in HR Digital Transformation

- ✓ Applicant tracking systems (ATS)
- ✓ HR analytics and data management tools

Case Study Discussion

- ✓ Analyzing successful digital transformation cases in HR

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Course Outline

✓ **04 Day Four**

Integrating Competency-Based Interviewing with Digital Tools

Leveraging Technology for Recruitment

- ✓ How to use ATS for competency-based hiring
- ✓ Integrating digital assessments in the interview process

Data-Driven Decision Making

- ✓ Utilizing data analytics to inform hiring decisions
- ✓ Measuring interview effectiveness and candidate success

Interactive Session: Technology Demo

- ✓ Hands-on experience with HR digital tools

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Course Outline

✓ 05 Day Five

Future Trends and Continuous Improvement

Emerging Trends in HR and Digital Transformation

- ✓ Future of work and HR's role in it
- ✓ The impact of AI and automation on recruitment

Creating a Continuous Improvement Culture in HR

- ✓ Strategies for continuous learning and adaptation
- ✓ Building a feedback loop for interview processes

Final Workshop: Developing an Action Plan

- ✓ Participants create a personal action plan to implement learned concepts
- ✓ Group discussion and feedback on action plans

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Competency-Based Interviewing & Digital Transformation for HR

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Sept. 7, 2026	Sept. 11, 2026	5 days	4250.00 \$	UAE , Dubai
March 15, 2027	March 19, 2027	5 days	4250.00 \$	UAE , Dubai
Nov. 16, 2026	Nov. 20, 2026	5 days	5950.00 \$	switzerland , Geneva
April 25, 2027	April 29, 2027	5 days	4250.00 \$	KSA , Jeddah

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