

Consulting and Training | Reach New Heights

Course Name

Competency Based Interviewing Skills

Sector Name

HR Strategy and Training

Document Type

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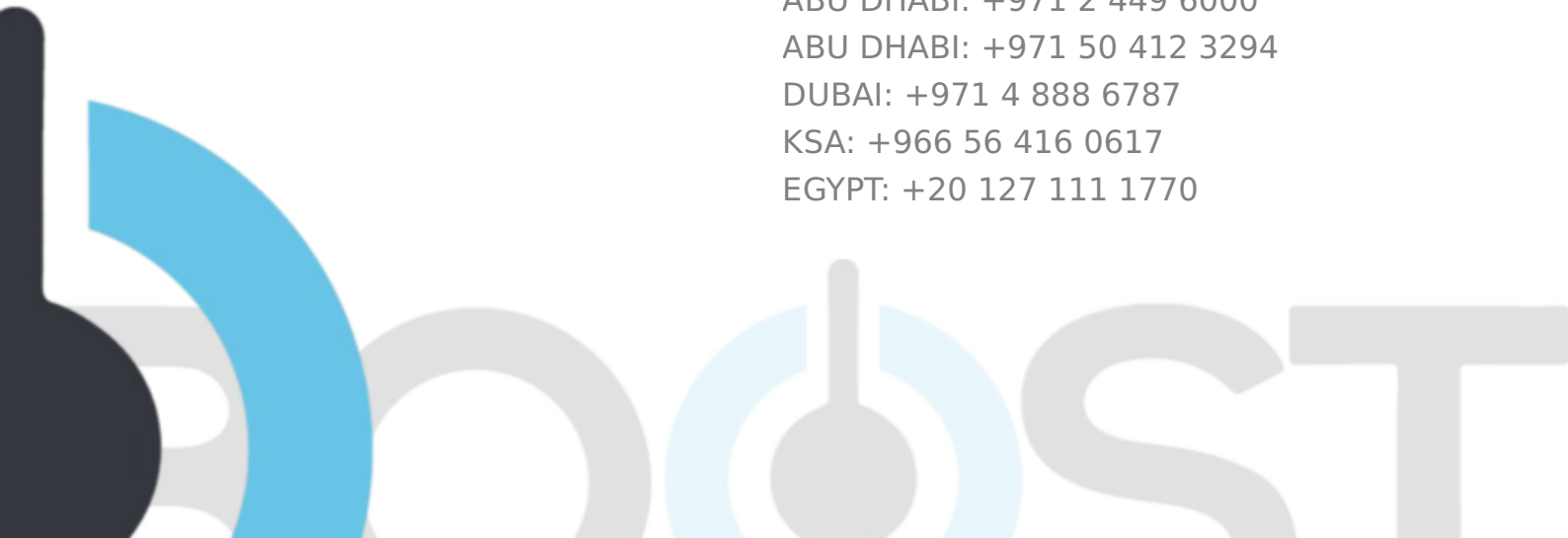
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Competency Based Interviewing Skills

Course Introduction

Often, qualifications and even work experience are not enough to accurately determine skill level. Competency-based interviews play a significant role in this. Competency-based interviews test whether a candidate has the precise knowledge, skills, or values that are necessary to be effective in the role that you are recruiting for. Competency-based interviewing can help organizations to avoid this inefficiency by focusing effort on the early stages of recruitment. This training course is designed to provide participants with the knowledge and skills in order to be able to conduct competence assessments.

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Competency Based Interviewing Skills

Target Audience

- ✓ Executive Secretaries
- ✓ Executive Personal Secretaries
- ✓ Personal Secretaries
- ✓ Executive Assistants
- ✓ Personal Assistants
- ✓ Office Managers
- ✓ Administration Managers
- ✓ Management Secretaries
- ✓ Senior Assistants
- ✓ Staffing Coordinator
- ✓ HR Assistant
- ✓ HR Generalist
- ✓ Personnel Manager
- ✓ HR Director
- ✓ Regional managers
- ✓ Career counsellor
- ✓ Entrepreneurs

Competency Based Interviewing Skills

Learning Objectives

- ✓ Gain a comprehensive understanding of the definition of competence and competence assessment.
- ✓ Identify the types of competence and the difference between Subjective and Objective assessments
- ✓ Learn how competence is measured.
- ✓ Know various methods of competence assessment.
- ✓ Understand how competence assessments should be carried out.
- ✓ Know why competence assessment should be verified.

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Competency Based Interviewing Skills

Course Outline

✓ Day 01

Positioning of competency-based interviewing

- ✓ Definition of competency
- ✓ What is competency assessment, and why is it important?
- ✓ Types of competencies, competency frameworks, and how they benefit the organisation and its people
- ✓ Subjective vs. Objective Assessment

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Course Outline

✓ Day 02

Introduction to Competency-Based Interviewing (CBI)

- ✓ An overview of the recruitment and selection process
- ✓ Why interview, and what are the types of interview?
- ✓ Who is the best candidate, and how do we select them?
- ✓ Understanding competencies and behaviour
- ✓ The importance of competencies in predicting behaviour

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Course Outline

✓ Day 03

Competence Systems

- ✓ Awareness, Knowledge, Skills, and Mastery
- ✓ Competency Assessment
- ✓ Planning Assessments
- ✓ Evidence of Competence
- ✓ Methods of Assessment
- ✓ Measuring Competence
- ✓ Recording Assessments
- ✓ Appealing Assessment results
- ✓ Verification of Assessments

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 10, 2027	May 12, 2027	3 days	3250.00 \$	UAE , Dubai
Jan. 10, 2027	Jan. 12, 2027	3 days	3250.00 \$	Qatar , Doha
Sept. 21, 2026	Sept. 23, 2026	3 days	3950.00 \$	England , London
Dec. 7, 2026	Dec. 9, 2026	3 days	3250.00 \$	UAE , Abu Dhabi

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