

Course Title	Supervising Interviews	Duration	One day	Management
Outcomes	By the end of this training, your delegate will: <ul style="list-style-type: none"> ✓ understand the <i>Supervisory Cycle</i> as it applies to interviewing ; ✓ know how to set a benchmark for core interviewing skills ; ✓ have observed and recorded interview performance ; and ✓ Be able to analyse assessments and design improvement plans. 			
Prerequisites	None			
Session	Aim	Content		
Introduction	To explain the aims of the course and understand particular objectives of individuals.	<ul style="list-style-type: none"> ◆ Introductions ◆ Understand the objectives and the process of the course ◆ Agree what outcomes are required 		
Supervisory Cycle	Understand the <i>Supervisory Cycle</i> as it applies to interviewing.	<ul style="list-style-type: none"> ◆ Why do we supervise? ◆ What is the supervisory cycle? ◆ How much is enough? 		
Benchmarking	Know how to set a benchmark for core interviewing skills.	<ul style="list-style-type: none"> ◆ What is the minimum acceptable standard? ◆ How do I set a standard? ◆ Breaking performance down into constituent parts 		
Observing the Interview	Have observed and recorded interview performance.	<ul style="list-style-type: none"> ◆ Selecting interviews to supervise ◆ Being at an interview ◆ 'Supervision' from tapes ◆ Using a record sheet 		
Planning for Improvement	Be able to analyse assessments and design improvement plans.	<ul style="list-style-type: none"> ◆ Reviewing your records ◆ <i>Training, coaching or mentoring</i> ◆ Giving feedback ◆ Agreeing the improvement plan 		
Book this course now :				
Cost	Price Code A			
To book this event	ITS Training (UK) Ltd, 21/22 Oliver House, 23 Hall St, Chelmsford, Essex. CM2 0HG Tel: 08454 300 262 e-mail: bookings@its-training-uk.com			