

# Interviewing Skills

## SESSION OUTCOMES

At the end of the session, attendees will know what questions to ask and how to present themselves to the interviewee to achieve their original goal.



## SESSION DURATION

1 – 1.5 hours

Can be extended with the introduction of role-play in conducting interviews.



## TARGET AUDIENCE

Designed, with employees that are designated to perform interviews from HR to AML and Internal Audit functions, in mind. Also useful for middle to top management roles in any organisation.



## LOCATION

On-site at client's premises. If required off-site training can be provided at an additional cost.

## CONNECT WITH US

 | [linkedin.com/company/d4n6](https://www.linkedin.com/company/d4n6)

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## ABOUT THIS SESSION

Depending on the underlying goal, interviews can be hard to successfully carry out if one is not aware of the techniques and etiquette practices of conducting them.

This training intends to provide participants with some level of confidence to lead an interview conversation and achieve the desired goal.

Whether the goal is to investigate, audit or just to gain comprehensive information, interviews have a common set of practices to follow.

Participants will learn:

- What type of **interview questions** exist;
- How to **prepare** for an interview;
- What situation, **tone and atmosphere** pairs well with the types of questions;
- What are the basic meeting and **interview etiquette**;
- How to conduct a **successful engagement**;
- Best practices and **good advice** to follow;

## CONTACT US



| +356 7900 8112



| [info@d4n6.com](mailto:info@d4n6.com)