



# Manager Tools

## Effective Hiring Manager Conference Datasheet

### Agenda

**PDU Credits:** Manager Tools is an authorized training partner for the Project Management Institute. Simply claim your PDU Credits through the PMI CCR after training.

**Who:** Managers who are ready to hire or who will hire in the future. Anyone who is in a position to be part of a hiring process.

**Why:** *Interviewing is the most important strategic behavior managers engage in.* It's often said that as managers we hire our own problems. Many of the challenges we face can be prevented at the time we hire. And it's probably one of the managerial behaviors we do the least well. We can teach you how to interview better and hire better which makes life as a manager, better!

**Benefits:** You will learn and practice the basics of how to be an effective interviewer. How to structure your interviews. How to create questions. How to determine what questions to ask and how to ask those questions. How to listen to the answers. How to take notes. How to probe. How to capture results. Afterward you'll receive access to our Interview Creation Tool for creating future interview questions. We guarantee your next interview will be the best you've ever done! Plus, you'll receive our Onboarding Checklist for onboarding new hires.

**Cost:** \$1300

**"I love interviewing, and I know a fair bit about it. This company [Manager Tools] is the only one to give clear and effective advice that I can use, practice and implement. Hands down the best company about management on the planet. Hands down, period."**  
— John Healey, Conference Attendee

**8:00 Welcome & Purpose** – Review of our purpose: learning & practicing Effective Hiring Manager Behaviors.

**8:05 Agenda & Ground Rules** - Review agenda, & interactively agree on the day's ground rules.

**8:15 Introductions** - All attendees prepare & a present a 30-second introduction.

**8:45 Effective Hiring Principles & Process** - Review the purpose & process of an interview.

**9:30 Break**

**9:40 Creating/Asking Interview Questions** - How to create & ask behavioral interview questions.

**10:00 Creating/Asking Questions Practice** – Practice creating & asking behavioral interview questions.

**10:30 Break**

**10:40 Interviewing Candidates In Person** - How to structure a day of final, face to face interviews.

**11:10 How To Listen & Practice** – How to maximize the core of an interview – listening to answers. Practice listening to answers, taking notes, & recalling key points.

**12:00 Lunch & Screening Candidates** – How to screen a candidates documents and social media. How to do an effective phone screen.

**1:00 How To Probe & Practice** – How to ask targeted questions during candidate's response to draw out specific behavioral details. Practice listening to actual responses to interview questions, while probing for more specific behavioral details.

**2:00 Interview Results Capture** - How to finish an interview, & capture interview results at the day's end.

**2:30 Break**

**2:40 How To Offer/Decline/Delay** – How to make a job offer, delay & decline candidates.

**2:50 How To Onboard** – How to onboard your new hires.

**3:25 Parking Lot** – Time for final questions.

**3:30 Close**