



# Manager Tools

## Virtual Effective Hiring Manager Conference Datasheet

**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!

**How:** Delivered virtually using Zoom. Two sessions, 3.5 hours each, over a period of 2 days.

**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 start the interview. 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. We guarantee your next interview will be the best you've ever done!

**Cost:** \$900

### Agenda

**First Session** - The purpose & process of an interview. How to create & ask behavioral interview questions. How to maximize the core of an interview, listening to answers. Practice listening to answers, taking notes & recalling key points. And how to structure a day of final, face to face interviews.

**Second Session** - How to screen candidates documents, social media and host phone screens. 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. How to finish an interview, & capture interview results at the day's end. How to make a job offer, delay & decline candidates. And how to onboard your new hires.

**"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**