



HR Strategy and Training

# Competency-Based Interviewing & Digital Transformation for HR

## Course Introduction

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This course aims to equip HR professionals with the essential skills in competency-based interviewing techniques while also addressing the critical aspects of digital transformation within the HR function. Participants will learn to effectively assess candidates through structured interviews while understanding how digital tools can enhance the recruitment process and overall HR practices.

## Target Audience

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- HR Professionals & Recruiters
- HR Leaders & Talent Management Specialists
- Line Managers & Team Leaders
- L&D and Organizational Development Experts
- Business Owners & Entrepreneurs

## Learning Objectives

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**At the end of the training course, participants will be able to**

- Understand the principles of competency-based interviewing and selection.
- Develop and utilize effective interviewing techniques to assess candidates' competencies.
- Integrate digital transformation strategies into HR processes.
- Utilize digital tools and platforms for recruitment and talent management.
- Implement data-driven decision-making in HR through digital solutions.
- Foster a culture of continuous improvement in HR practices.

# Course Outline

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## • 01 Day One

### **Introduction to Competency-Based Interviewing**

#### **Understanding Competency-Based Interviewing**

- Definition and importance
- Difference between traditional and competency-based interviewing

#### **Identifying Key Competencies**

- How to define competencies relevant to the organization
- Techniques for competency identification

#### **Workshop: Developing a Competency Framework**

- Hands-on activity to create a competency framework for various roles

## • 02 Day Two

### **Interview Techniques and Best Practices**

#### **Structuring the Interview Process**

- Designing the interview process
- Types of interview questions (behavioral, situational)

#### **Conducting Effective Interviews**

- Best practices for conducting interviews
- Building rapport with candidates

#### **Role-Playing Exercise**

- Participants practice interviewing skills with peer feedback

## • 03 Day Three

### **Digital Transformation in HR**

#### **Understanding Digital Transformation in HR**

- Overview of digital transformation concepts
- Benefits and challenges of digital transformation in HR

## **Key Technologies in HR Digital Transformation**

- Applicant tracking systems (ATS)
- HR analytics and data management tools

## **Case Study Discussion**

- Analyzing successful digital transformation cases in HR

### **• 04 Day Four**

#### **Integrating Competency-Based Interviewing with Digital Tools**

#### **Leveraging Technology for Recruitment**

- How to use ATS for competency-based hiring
- Integrating digital assessments in the interview process

#### **Data-Driven Decision Making**

- Utilizing data analytics to inform hiring decisions
- Measuring interview effectiveness and candidate success

#### **Interactive Session: Technology Demo**

- Hands-on experience with HR digital tools

### **• 05 Day Five**

#### **Future Trends and Continuous Improvement**

#### **Emerging Trends in HR and Digital Transformation**

- Future of work and HR's role in it
- The impact of AI and automation on recruitment

#### **Creating a Continuous Improvement Culture in HR**

- Strategies for continuous learning and adaptation
- Building a feedback loop for interview processes

#### **Final Workshop: Developing an Action Plan**

- Participants create a personal action plan to implement learned concepts
- Group discussion and feedback on action plans

# Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 7, 2025	April 11, 2025	5 days	4950.00 \$	England - London
April 13, 2025	April 17, 2025	5 days	4250.00 \$	KSA - Jeddah
Sept. 1, 2025	Sept. 5, 2025	5 days	4250.00 \$	UAE - Dubai
Nov. 10, 2025	Nov. 14, 2025	5 days	5950.00 \$	switzerland - Geneva