



HR Strategy and Training

Competency Based Interviewing Skills

Course Introduction

Often qualifications and even work experience are not enough to accurately determine skill level. Competency based interviews plays a significant role in this. Competency based interviews test whether a candidate has the precise knowledge, skills or values that are necessary to be effective in the role that you are recruiting for. Competency based interviewing can help organizations to avoid this inefficiency, by focusing effort on the early stages of recruitment. This training course is designed to provide participants with the knowledge and skills in order to be able to conduct competence assessments.

Target Audience

- Executive Secretaries
- Executive Personal Secretaries
- Personal Secretaries
- Executive Assistants
- Personal Assistants
- Office Managers
- Administration Managers
- Management Secretaries
- Senior Assistants
- Staffing Coordinator
- HR Assistant
- HR Generalist
- Personnel Manager
- HR Director
- Regional managers
- Career counsellor
- Entrepreneurs

Learning Objectives

- Gain a comprehensive understanding of the definition of competence and competence assessment.
- Identify the types of competence and the difference between Subjective and Objective assessments
- Learn how competence is measured.
- Know various methods of competence assessment.
- Understand how competence assessments should be carried out.
- Know why competence assessment should be verified.

Course Outline

- **DAY 01**

Positioning of competency-based interviewing

- Definition of competency
- What is competency assessment and why is it important?
- Types of competencies, competency frameworks and how they benefit the organisation and their people
- Subjective vs. Objective Assessment

- **Day 02**

Introduction to Competency-Based Interviewing (CBI)

- An overview of the recruitment and selection process
- Why interview, and what are the types of interview?
- Who is the best candidate, and how do we select them?
- Understanding competencies and behaviour
- The importance of competencies in predicting behaviour

- **Day 03**

Competence Systems

- Awareness, Knowledge, Skills, and Mastery

- Competency Assessment
- Planning Assessments
- Evidence of Competence
- Methods of Assessment
- Measuring Competence
- Recording Assessments
- Appealing Assessment results
- Verification of Assessments

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
July 20, 2025	July 22, 2025	3 days	3250.00 \$	Oman - Muscat
June 1, 2025	June 3, 2025	3 days	3250.00 \$	Qatar - El Doha
Sept. 15, 2025	Sept. 17, 2025	3 days	3950.00 \$	England - London
Dec. 1, 2025	Dec. 3, 2025	3 days	3250.00 \$	UAE - Abu Dhabi