

A GOVERNMENT MANAGER'S GUIDE

A 5-Day Hands-On Workshop *To Interviewing and Hiring the Best*

Course Description:

A government manager with hiring or interviewing responsibility knows that selecting the best candidate for any position is a nerve-racking task. This workshop teaches practical professional processes that help you screen, interview and review candidates to make the right choice – a task that is often as much art as science.

Learning Objectives & Topics Covered in this Workshop:

- How to Construct a Comprehensive Job Description
- How to Avoid Legal Problems During the Hiring Process
- Why You Have It “Sell” Your Job Opening
- What to Look for in Job Candidates’ Resumes
- How to Screen Candidates
- How to Interview Candidates
- Which Interview Questions Work Best

Audience: This workshop is designed for senior leaders and managers.

Toolkits:

Each Participant will receive a **Student Handbook** and access to an **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

Additional Information

CEU Credits: 2.8

Suggested Program

Prerequisites: Challenge of Leadership

Advanced Preparation: None

Program Level: Intermediate

Field of Study: Business Management and Organization

Delivery Method: Group Live – Classroom