



BEYOND ASKING QUESTIONS – ADVANCED INTERVIEWING AND RECRUITMENT TECHNIQUES

Date & Time: 7th April 2010 (15.00 – 19.30)

(4 hours of structured CPE qualifying under Professional Competencies in terms of MIA CPE Regulations)

Venue: BPP Training Centre (Lower Ground at the MIA premises)

Speaker: Josef Said

BACKGROUND INFORMATION

Malta is one of the most open economies in the world and as a result Maltese companies are exposed to international competition, either because they operate internationally or because foreign products and companies compete with them in the local market. The identification of the best talent is critical for companies to deliver in a market where competition is fierce and client expectations are very high.

Candidates applying for jobs nowadays are well prepared as they have access to extensive resources ranging from websites and books to training programmes. How many times have you been interviewing and you were amazed how a particular candidate has all the right answers?

With highly prepared candidates and the impact selecting the right talent has on your business, it is imperative that you are well geared to make the informed recruitment decisions.

OBJECTIVES OF THIS WORKSHOP

The objective of this workshop is to share best practice in the identification and selection of talent. This workshop will delve to critical aspects of preparation and will extensively tackle questioning and reading emotions.

COURSE OUTLINE

Areas discussed will include:

- Critical areas of the recruitment process
- Shortlisting from CVs
- Listening and Questioning
- Facial Expressions and Body Language

AGENDA

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| 15.00 – 17.00 | Beyond asking questions – advanced interviewing and recruitment techniques (Part 1) |
| 17.00 – 17.30 | Coffee Break |
| 17.30 – 19.30 | Beyond asking questions – advanced interviewing and recruitment techniques (Part 2) |

TARGET AUDIENCE

This workshop is relevant to anyone involved in recruitment and who has undergone basic communications training.



FEE & OTHER BOOKING INFORMATION

Fee: Members: € 42.50, Non-members: € 70.00, Students: € 21.25

Attendance to this workshop is limited to 60 participants. Kindly place your reservation and affect payment through the [MIA Website](#) by close of business on Tuesday 6th April 2010

PS: Individual bookings are only to be made through the MIA website. Only group bookings can be made via [e-mail](#).

Participants can make use of the Institute's parking (Level -5)

SPEAKER'S PROFILE



Josef Said

Josef Said read Economics and Public Policy at the University of Malta where he graduated in 1997, he continued his postgraduate studies in Economics and holds an Honours degree in the subject. In 2001, Josef completed a Masters in European Studies. During his student days he has been actively involved as a council member within various student organisations.

In 1998 Josef joined one of Malta's leading HR solutions providers where he was involved in recruitment, training and consultancy. Josef has participated in various projects including business planning, organisational restructuring and design and specialised salaries and benefits surveys.

In 2007 he set up KONNEKT (www.konnekt.com) a search & selection company with the aim of providing a quality-focused recruitment through the application of a scientific methodology.

KONNEKT is one of the largest recruitment agencies on the Maltese Islands. Locally they focus on recruitment for start ups and SMEs. Internationally they service niche sectors for clients in Italy, the UK and North Africa. KONNEKT is also very active on the national press and they are renowned for the very innovative advertising campaigns. All company employees are trained both locally as well as by the Recruitment & Employment Confederation (REC) of the UK. KONNEKT also runs a very active internal CPE programme.

Since 2004, Josef has been the youngest member on the council of the Malta Employers Association.