

PICKING WINNERS™

Effective Hiring For Busy Managers - A One-Day Seminar

The idea for the **Picking Winners™** course came from several of our clients, who asked us if we could teach them how to interview and select the best candidate for the job.

In response, and with their encouragement, we developed a one-day seminar that has seen many improvements over the years.

Course graduates have told us:

"A very well-structured course with some useful tools that are easy to use."

Claire Morin, Bell Helicopter Textron

"A most informative and worthwhile experience, Picking Winners™ is itself a winner."

Anne Mazurier, Hoescht Roussel

"This method imposes much-needed discipline on the line managers - a small price to pay for hiring the best candidate."

Arline Marchand, The Canadian Space Agency

"An excellent seminar for line managers."

Pat Winter, Novatel Communications

"A great experience and a great benefit to the organization."

Leslie Coates, Standard Life Insurance

The strategy behind the seminar is two-fold:

- A good balance of easy-to-learn questioning techniques
- Complete interview preparation time of no more than one hour

This seminar will enable you to:

- Build an effective, predictive interview in less than one hour.
- Pick the candidate who best fits the position - regardless of the type of position.
- Be confident in your questioning.
- Avoid challenge and litigation.
- Justify a hiring decision (whether it's an internal transfer or an external hire).
- Avoid costly mis-hires.
- Be fair to all candidates.
- Recruit and select without personal bias.

Remember - Hiring is Expensive - Firing is Exorbitant. It pays to get it right the first time.

The seminar will give you a thorough understanding of the complete selection cycle, from writing job specifications, preparing and conducting interviews, to selecting and presenting the job offer.

You will be given the theory, followed by practice in using the simple, yet powerful **Picking Winners™** tools.

You will be able to use these tools immediately back on the job to increase your effectiveness in selecting the best employees for your organization.

What the course contains

You will learn the theory and the practice of:

- What constitutes a good "fit".
- Defining the Job Specification.
- Job requirement checklist.
- Recruitment methods.
- How to pick the best methods.
- How to pre-screen resumes.
- Telephone screening.
- Preparing the interview.
- Predictive questioning techniques.
- Legal aspects of interviewing.

- Employment and pay equity.
- Managing the interview.
- Reference checking.
- Role plays in simulated interviews.
- Making the hiring decision.
- The final touches.
- Orientation check-list.
- First performance review.

The Picking Winners™ Strategy

Picking Winners™ is based on three key strategies:

- A good balance of questioning techniques.
- Simplicity of interview design.
- Complete interview preparation time of no more than one hour.

The reaction from newly-empowered organizations which have attended this seminar has been overwhelming. As one recent attendee put it, "After 33 years with my company, I wish I'd been given this seminar 15 years ago."



Your Trainer

A senior consultant with Alan Davis & Associates, Dianne Bradshaw (B.A. Psych.) is an expert in staffing. In her 26-year career, she has personally conducted over 3,000 interviews. She has also trained over 400 hiring managers in the art & science of interviewing.