

2 day custom program **Managerial Interviews**

Lead Yourself

**Shine
Leadership**

Managerial interviews – a competence every successful manager should have in their repertoire.



Marie Dočkalová
lecturer



Vladimír Jelen
lecturer

More information at:
ShineLeadership.cz

Contact person

Mgr. Šárka Pojerová
Managing Director
sarka.pojerova@ShineLeadership.cz
+ 420 603 711 594

Why choose this program?

- Realize the goals and specifics of individual interviews, which is the first step to successful managerial interviews
- Get practical instructions for preparing these interviews and train them in practical situations
- Improve your skills of quick and thorough preparation for individual managerial interviews
- Train individual interviews using recommended guiding structures
- Gain greater confidence in conducting the interviews, even in their more challenging parts
- After the training, you will be able to evaluate your interviews and decide on further steps for improvement.
- Become a more effective leader – be able to communicate clear demands, encourage and motivate people
- You will no longer experience any stress during even the most challenging managerial interviews

Who is it for?

- Project managers, team leaders and anyone who wants to extend their knowledge and skills of team leadership.
- Recommended for all levels of certification (D, C, B and A) as an extension training, as well as re-certification training for levels C, B and A.

Topics

- How to lead work interviews, their principles and working with the output
- Competitive interview – how to pick the right person
- Entrance interview – key motivational interview in the work of a manager
- Interview focused on providing a positive feedback – the principles of praising and acknowledgement
- Preparation and conduction of challenging interviews – disciplinary, how to provide negative feedback and constructive criticism
- How to take advantage of evaluation interview and motivational interview to strengthen the initiative and develop the potential of employees
- Dismissal interview – how to handle it to the satisfaction of both parties, especially in the case of redundancy.

