

# Interview Like a Pro!®

A Workshop by Uzma Chishti



Management Association of Pakistan

8<sup>th</sup> January 2020  
10:00 a.m - 04:30 p.m  
Royal Rodale Club,  
Karachi.

## COURSE OVERVIEW

Managers and recruiters interviewing candidates for jobs often fail because they are either using yesterday's strategies or no strategies at all. Recruiting methodologies have become more sophisticated, and the best employers are constantly changing the way potential employees are being assessed. Everyone needs that "Strategic Advantage". This one-day interactive program focuses on detailed strategies and a unique methodology for handling tough competency-based or behavioral interviews so that you can dig out the knowledge, skills, and abilities that you are seeking in potential candidates. This program will give you a significant strategic advantage in attracting, selecting and retaining the talented potential employees out there, best suited for your organization.

## LEARNING OUTCOMES:

Participants will learn to:

- IDENTIFY competencies required to deliver exceptional performance, best suited for various roles
- CREATE effective competency based interview questions
- IMPLEMENT the step-by-step process of competency based interviewing
- Get familiar with STAR & CARL
- AVOID interviewing pitfalls and biases

## METHODOLOGY:

This workshop is supported by a globally researched and proven methodology, techniques, videos and activities that will enable you to immediately start practicing what you learned.

## FACILITATOR'S PROFILE:



Uzma Chishti is a certified Global Remuneration Professional in Pakistan, one of the very few in Pakistan. She has lived most of her life in Karachi, Pakistan, but has also had the pleasure of living and working in Hong Kong and Tokyo, Japan. She is a well-recognized professional in the industry and brings with her, almost 20 years of diverse local and Asia Pacific Regional experiences in Human Resources, External & Internal Audit and Education. Her life journey has been extremely interesting and varied. Uzma completed her Chartered Accountant's training as an Auditor with ICAP, after her Bachelor's in Commerce, then pursued her MBA in Finance from the University of Karachi and later took a degree in Law from S.M.Law College in Karachi.

Besides being a Certified GRP, she is also a Certified Trainer, Certified Job Evaluator & a Certified Change Management Professional. The diversity in Uzma's life does not stop at her background and education. She has also been associated with a mix of multinational as well as local organizations, like Deloitte, Springfield School, RASG Chartered Accountants, IBM, Philip Morris International, Dawlance Group of Companies (Arcelik A.S.), Coats plc. And recently with Continental Biscuits Limited (LU) as Head of Human Resources. She now works as an independent HR consultant, advisor and trainer.

## COURSE AGENDA:

- Defining competencies
- Understanding interview types
- Building competency-based interviews
- Asking behavior-based questions
- Guarding against typical interview biases
- Evaluating against the competencies
- Scoring during and after the interview
- Notes and making final selection

## WHO SHOULD ATTEND?

The program is designed for everyone who participates in searching, selecting and hiring talent, at all levels, in all sectors and industries.

It is ideally for:

- HR professionals
- Hiring business managers
- Head hunters / recruiters

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Karachi.



Management Association of Pakistan

## REGISTRATION FORM

Institutional Member

Student Member

Individual Member

Non-Member

Name \_\_\_\_\_

Designation \_\_\_\_\_ Membership No. \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

MODE OF PAYMENT

Cash/Cheque No. \_\_\_\_\_

Dated \_\_\_\_\_

Amount \_\_\_\_\_

### ADMINISTRATIVE INFORMATION

Registration Fee*	Early Bird Fee (Register by) 25 <sup>th</sup> Dec 2019	Regular Fee
MAP Institutional Member	Rs. 11,900/-	Rs. 13,500/-**
For two or more Institutional member nominations	Rs. 10,900/-	Rs. 12,500/-
MAP Individual Member	Rs. 9,500/-	Rs. 11,000/-
Student Member	Rs. 5,000/-	Rs. 5,500/-
Non-Member	Rs. 15,000/-	Rs. 16,000/-**

\*Includes: MAP Certificate, Printed Course Material, Lunch & Tea.

\*\* Note: 20% Discount is available on nominations for 5 or more participants

### Registration:

Registration to be confirmed only on receipt of cheque in advance

- Cancellations or substitute nominees acceptable up to 48 hours prior to the event.
- Early bird discount can only be availed if payment is made before the day of event. Otherwise, invoice will be reissued at Standard Fee.
- Please complete the Registration Form attached here to along with a crossed cheque for the applicable fee, in favor of Management Association of Pakistan, to be sent to MAP's address given below:

### For Direct Transfer

- Acct Title : Management Association of Pakistan
- Bank Name : MCB Bank Limited
- Account Number : 0006903010000302
- IBAN : PK62 MUCB 0006 9030 1000 0302
- Branch Name : GTB Branch Karachi (0069)
- Payment Advice to be sent at:  
accountant@mappk.org | info@mappk.org