



unitar

United Nations Institute for Training and Research

Unitar Online Catalogue

CIFAL Durban - Interviewing Skills

People

Deadline: 19 Feb 2025

Type:	Course
Location:	Durban, South Africa
Date:	19 Feb 2025 to 7 May 2025
Duration:	4 Days
Programme Area:	Decentralize Cooperation Programme
Website:	https://unitar.org/about/offices-training-centres-around-world/cifal-durban
Price:	\$0.00
Event Focal Point Email:	Mpilo.Ngubane@durban.gov.za
Partnership:	CIFAL Durban, , eThekweni Municipality

BACKGROUND

Interviewing Skill - Focuses on improving recruitment practices by teaching objective, legal, and effective interview and candidate assessment techniques.

LEARNING OBJECTIVES

Interviewing Skill

1. Structure and conduct competency-based interviews.
2. Apply fair, unbiased criteria when assessing candidates.
3. Use questioning techniques to uncover skills, experience, and suitability.
4. Understand legal requirements and best practices in recruitment.

CONTENT AND STRUCTURE

Interviewing Skill - unit standard training to municipal employees

METHODOLOGY

Understanding Local Government Training

1. The course is offered in Synchronous learning:
2. Presentations and Interactive lectures online and face to face
3. Workshops and exercises, applying collaboration with peers across departments and interact with peers on virtual classrooms.
4. Apply knowledge immediately through live discussions, group work, breakout rooms, and simulations.

TARGETED AUDIENCE

Municipal Officials