

# TALENT SCOUTING: MASTERING INTERVIEWING SKILLS

**BY DR MOHAMED NISMY, PHD**

Certified Leadership Coach & Accredited Advanced  
Professional Trainer (CCF|ILM)



To help you to enhance the effectiveness of  
interviewing to choose the right person for  
the right job.



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**Dr Mohamed Nismy, PhD**

B.Sc. (Eng.), M.Sc. (Eng.) MBA, MA,

Elite Lecturer (UM)

The CEO of LMG Consultancy  
Certified Leadership Coach &  
Accredited Advanced Professional  
Trainer (CCF|ILM)



Dr. Mohamed Nismy is a human resource development strategist, author, accomplished trainer, leadership coach, and management consultant with over two decades of experience.

He has authored ten books on various topics related to leadership and management.

He holds a B.Sc. and M.Sc. in Engineering, an MBA (UK), and an MA (IOU). He completed his PhD at the University of Malaya on "Identification of Talents for Effective Utilisation of People." Presently, Dr. Mohamed Nismy is an Elite Fellow at UM.

Dr. Mohamed Nismy is a certified life coach, executive coach, leadership coach, and an accredited professional advanced trainer (ILM).

With a strong foundation as a Civil Engineer, he has spent twelve years in the Oil and Gas industry, holding key positions such as Quality Assurance Engineer and Strategic Business Planner.

He brings over three decades of experience in community organisations and works, contributing through various roles, including planning, training, and leadership.

The amalgamation of his multi-disciplinary qualifications uniquely positions him to offer transformative training and consulting services to professionals and businesses of diverse backgrounds.

Dr. Mohamed Nismy's specialisation lies in sustainable Human Resources Development, and his expertise spans Strategic Planning.

His impact extends far and wide. He has positively influenced thousands of individuals through training and coaching programs and conducts corporate training programs covering various topics.

Dr. Mohamed Nismy combines academic prowess with practical experience, offering a holistic approach to HR development.

# TALENT SCOUTING

## TRAINING & COACHING PROGRAM

In the fast-paced business world, your organisation's success is closely tied to the strength of your team. As a supervisor, you're not just filling vacancies—you're making strategic decisions that shape your company's future. The ability to conduct compelling interviews is a critical skill beyond asking questions; it involves evaluating candidates holistically to ensure they align with your organisational values and goals.

This comprehensive course on **Talent Scouting: Mastering Interviewing Skills** is explicitly tailored for supervisory-level staff involved in the recruitment process.

We delve into the essential role that effective interviewing plays in organisational success, highlighting how the right hire can drive performance, enhance team dynamics, and foster a positive work culture.

You will explore identifying key selection criteria, ensuring you focus on hiring individuals with the necessary skills and experience and embody the principles of integrity and collaboration.

Preparing for interviews is an art, and we provide you with the strategies to make this process both efficient and insightful, from crafting the right questions to setting the tone for a productive dialogue.



We also cover a range of interview strategies and techniques, from behavioural interviewing to competency-based questions, designed to help you assess candidates more effectively.

Finally, you'll learn to objectively assess candidates and make informed decisions, balancing qualitative and quantitative factors to select the best fit for your team.

By the end of this course, you'll have the confidence and skills to conduct interviews that identify the best candidates and contribute to your organisation's long-term success and integrity.

Join us on this journey to mastering interviewing skills and take the first step towards building a stronger, more resilient team.



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# TALENT SCOUTING

## COURSE OBJECTIVES

By the end of this course, participants will be able to:

- Understand the critical role of interviewing in the hiring process.
- Develop and apply structured interviewing techniques.
- Identify and assess key competencies and job requirements.
- Conduct interviews that are legally compliant and free from bias.
- Use effective questioning and active listening strategies.
- Evaluate candidates objectively and make informed hiring decisions.

## TARGET AUDIENCE

This course is suitable for:

- HR professionals and recruiters
- Hiring managers and team leaders
- Anyone involved in the selection and hiring process

## TIMEFRAME

This is a **20-hour** training program divided into four structured modules:

1. Introduction to Interviewing (5 hours)
2. Preparing and Conducting the Interview (5 hours)
3. Evaluating Candidates and Post-Interview Process (5 hours)
4. Practical Sessions and Role-Playing (5 hours)

## MODULE 1:

### INTRODUCTION TO INTERVIEWING

#### 1.1 Welcome and Introduction

- Objectives of the training
- Overview of the training program

#### 1.2 The Importance of Effective Interviewing

- Role of interviews in the hiring process
- Impact of good interviewing on organisational success

#### 1.3 Understanding Job Requirements

- Job descriptions and specifications
- Selection criteria (LMG Model)
- Identifying key competencies and skills



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# TALENT SCOUTING

## MODULE 2:

### PREPARING AND CONDUCTING THE INTERVIEW

#### 2.1 Pre-Interview Preparation

- Reviewing resumes and applications
- Preparing interview questions
- Structuring the interview format

#### 2.2 Legal and Ethical Considerations

- Employment laws and regulations
- Avoiding discriminatory questions
- Ensuring a fair and unbiased interview process

#### 2.3 Interview Techniques and Styles

- Different types of interviews (structured, semi-structured, unstructured)
- Behavioral vs. situational questions

#### 2.4 Building Rapport

- Creating a welcoming atmosphere
- Effective communication and active listening

#### 2.5 Questioning Strategies

- Open-ended vs. closed-ended questions
- Probing and follow-up questions
- STAR method (Situation, Task, Action, Result)



## MODULE 3:

### EVALUATING CANDIDATES AND POST-INTERVIEW PROCESS

#### 3.1 Assessment and Evaluation Techniques

- Rating scales and scorecards
- Objective vs. subjective evaluation

#### 3.2 Avoiding Biases

- Common biases in interviews
- Strategies to minimise bias

#### 3.3 Making the Decision

- Comparing candidates
- Making a fair and informed decision

#### 3.4 Providing Feedback

- Constructive feedback to candidates
- Legal considerations in feedback

#### 3.5 Continuous Improvement

- Reflecting on the interview process
- Gathering feedback from candidates
- Improving interview techniques



# TALENT SCOUTING

## MODULE 4:

### PRACTICAL SESSIONS AND ROLE-PLAYING

#### 4.1 Mock Interviews

- Conducting simulated interviews
- Role-playing different scenarios

#### 4.2 Group Discussion and Feedback

- Peer reviews and group feedback
- Discussing strengths and areas for improvement

#### 4.3 Q&A Session

- Addressing participants' questions and concerns

#### Additional Resources

- Reading materials and handouts
- Access to online resources and tools
- Contact information for follow-up support

#### TRAINING METHODS

- Lectures and presentations
- Interactive discussions
- Hands-on practice and role-playing
- Group activities and peer reviews
- Case studies and real-life examples
- Personalised Coaching



#### WRAP-UP AND CERTIFICATION

##### 5.1 Review and Recap

- Key takeaways from the training program
- Recap of best practices

##### 5.2 Final Assessment and Evaluation

Evaluating participants' understanding and skills.

Participants will be assessed through:

- Observation of performance during mock interviews.
- Practical application of interviewing techniques.
- A written assessment covering key concepts.
- Peer and instructor feedback.

##### 5.3 Closing Ceremony

- Certification of completion upon successful assessment
- Acknowledgements and thank you
- Distribution of certificates



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# HOW

to enhance your  
Ability to Interview  
Effectively?

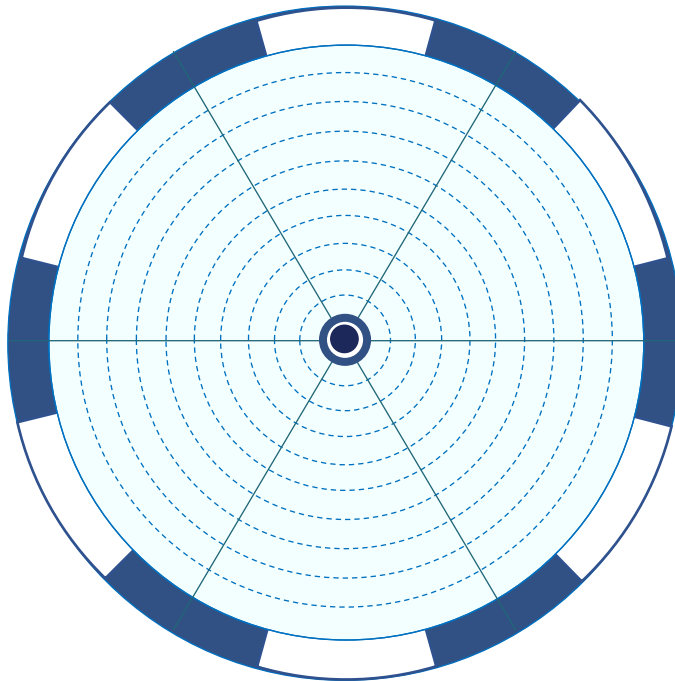
## COACHING



I am knowledgeable about job roles, adept at asking pertinent questions, and proficient in accurately assessing candidates' qualifications.

I can synthesise interview data, reference checks, and assessment results to make sound hiring decisions

I possess the emotional resilience to conduct impartial evaluations of all candidates, free from personal biases or stereotypes.



I am aware of legal and ethical considerations in hiring, as well as the potential consequences of non-compliance.

I am knowledgeable in effective questioning techniques and adept in active listening skills to gather comprehensive information from candidates.

I am proficient in communicating questions and expectations, delivering constructive feedback, and articulating the company's vision and culture clearly.



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## INVESTMENT

Towards healthy and productive business environment that will generate benefits to all the stakeholders.



## PROGRAM DESCRIPTION

- This is a **Three-Day** training & coaching program (online or in-person)
- This program is for recruiters and supervisory-level staff who are responsible for being part of the interviewing process and selecting their team members. Number of participants per session: **10 - 15**
- Each participant will have a **60-minute** one-on-one coaching session to personalise the learning and develop an action plan to enhance talent-scouting skills to the next level.



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