

INSTITUTE OF MANAGEMENT, NIRMA UNIVERSITY, AHMEDABAD

The world-class campus of Nirma University is located on Sarkhej-Gandhinagar Highway, about fifteen kilometers from the walled city of Ahmedabad. It is the outcome of the visionary leadership of one of the most successful entrepreneurs of India, Padmashri Dr. Karsanbhai K. Patel, who has created a business conglomerate known as Nirma Group. Institute of Management is a constituent of Nirma University, which was set up in 1996 by Nirma Education and Research Foundation to promote excellence in management education. The Institute has been consistently growing under the guidance of Shri Ambubhai Patel (Vice-President) and Dr. N. V. Vasani (Director General –Nirma University). Dr. C. Gopalkrishnan is Director of the Institute of Management and Dean – Faculty of Management. The Institute has been undertaking a wide range of educational and training related activities and series of national and international conventions which have helped it emerge as one of the premier business schools in the country within a short span of twelve years. Presently, it is rated as one of the top twenty five B-Schools in the country. Its mainstream programmes include MBA (Full Time), MBA (Part Time), MBA (Family Business and Entrepreneurship) and Ph. D. in Management. The Institute also offers Executive Diploma Programmes in various functional areas of management. The Institute conducts need-based in-house training programmes to meet the training needs of industry. The Institute has academic alliance with international universities, such as New Mexico State University, USA; Hanyang University, South Korea; Florida Atlantic University, USA; and Minnesota State University, USA to name a few. The facilities on the campus include air- conditioned classrooms, a state-of-the-art library, a 450-seater auditorium, well-equipped computer centre and hostels for the students.



For further information, please contact:

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or

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Management Development Centre

Institute of Management, Nirma University

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Management Development Programme

2010-11



A TWO DAY WORKSHOP ON INTERVIEWING SKILLS

August 5 - 6, 2010

Programme Leaders

Prof. Harishmita Trivedi
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Prof. Sameer Pingle
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Nirma University
Ahmedabad: 382481 (Gujarat)

OVERVIEW

Managers, Team Leaders and Recruitment Specialists need the skills to identify and recruit the best candidate for their organization. Good interviewing skills are therefore essential for managerial effectiveness. Making good hiring decisions and team member selections allows the managers to surround themselves with talented people with the right kind of skills to achieve great results. The cost of poor hiring decisions for companies is very high.

This two day workshop is designed to give participants an opportunity to practice and learn skills related to the entire selection process beginning with the identification of competencies and ending with interviewing to test these competencies. This will enable the participants to appreciate the organisational context of the selection and interviewing process and thus make their participation in the process more effective. Participants in this workshop will learn how to create their own probing-styles profile, develop a personal action plan

WHO SHOULD ATTEND?

- Middle and Senior level Management Professionals, Recruitment Specialists involved in the recruitment process at any stage
- Entrepreneurs and business owners

WORKSHOP CONTENT AND PEDAGOGY

1. Analyze job descriptions and job specifications
2. Significance of Role Analysis
3. Application Scrutiny and Short listing
4. Defining Selection criteria for screening applicants
5. Types of Interviews
6. Interviewing Methods
7. Structuring Recruitment Interviews
8. Interviewing
9. Evaluate effectiveness of interviews

The workshop is designed as an interactive learning experience based on group exercises, simulation, role plays and lectures

WORKSHOP TAKEAWAYS

At the end of the workshop, the participants should be able to:

1. Learn to identify and define assessment parameters for different positions in the organisational context
2. Learn about the different interviewing methods
3. Identify the skills required for effective interviewing
4. Identify strengths and weaknesses of candidates
5. critically examine one's own skills of questioning, probing and listening for becoming an effective interviewer
6. Reduce attrition by objectively matching each candidate's competencies to job opening

PROGRAMME LEADERS

Harismita Trivedi

Faculty, Organisational Behaviour and Human Resource Management Area

Prof. Trivedi experience of nearly three decades as a human resource professional spans across functions such as recruitment and selection, training and development, performance management and employee relations. Corporate training is an area of special interest and Prof. Trivedi has been regularly teaching at in-house management training programmes for different organizations.

Prof. Sameer Pingle

Faculty, Organizational Behavior and Human Resource Management Area

Prof.Pingle has been engaged in industry, teaching and research from one decade. He was awarded NET in management by UGC in 2005.He has presented research papers in national and international seminars. Cases written by him are registered with European Case Clearing House. He has participated in many workshops and faculty development programmes. He has conducted sessions in In-house Management Development Programmes as well as for business houses. He has been a visiting faculty for Human Resource Management at other Management Institutes.

VENUE AND DURATION

The programme will be conducted at Institute of Management, Nirma University, Ahmedabad during August 5-6, 2010.

PROGRAMME FEE

Non Residential : Rs. 7000

A company nominating three or more participants for the programme will be entitled to 10% discount.

The fee includes presentation material, refreshment and lunch on the programme days.

The fee to be paid in advance through a demand draft or a local cheque drawn in favour of ' Institute of Management, Nirma University' payable at Ahmedabad.

ACCOMMODATION

University Guest House with basic facilities is available for Rs. 1000/- per day.

NOMINATION FORM



Management Development Programme 2010-11

A Two Day Workshop on Interviewing Skills

August 5 - 6, 2010

Name of the Participant _____

Designation _____ Date of Birth _____

Organization _____

Address for Communication _____

Phone _____ Mobile _____

E-mail _____ Fax _____

Current Job Responsibility

Expectations from this programme

Date _____

Signature _____

Participant can be sponsored by self or by his / her employer.
If sponsored by the employer, please complete this section.

TO BE FILLED BY THE SPONSOR

Name and Designation of Sponsor _____

Name and Address of Organization _____

Phone _____ Fax _____ E-mail _____

Payment Details: Demand Draft / Cheque No. _____

Bank _____

(Drawn in favour of "Institute of Management, Nirma University" payable at Ahmedabad.)

Signature and Seal of sponsor _____

Please return filled up form to:

Management Development Center
Institute of Management, Nirma University
Sarkhej Gandhinagar Highway,
Ahmedabad-382 481, Gujarat
Ph.: 02717-241900-04 Fax: 02717-241916
Email: eec@nim.ac.in

(Please feel free to make photocopies of this application form.)

Book Post

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