



# Human Capital

Associates Global Consult Ltd

RC: 1462051

## Workshop on Advanced Selection, Interviewing and Recruitment Skills

April 13 – 17, 2026, 1<sup>st</sup> Run: Lagos & Port Harcourt

October 12 – 16, 2026, 2<sup>nd</sup> Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: Lagos: N350, 000,

Abuja / Port Harcourt: N400, 000 per Participant

Delivery Mode: In-person / Live Virtual / Hybrid

Online course fee: N300, 000 per Participant

Available for In-plant Training

**700 U\$D for foreign  
Participants**

### Program overview:

Recruitment and the selection process is one of the key management tools used to ensure longtime organizational success. The cost of making a mistake is often concealed, but it's massive and avoidable if done right. Recruitment and selection can be complicated! Successful human resource departments know the importance of the hiring process. Hiring talent is so incredibly important to the company's long-term success and future objectives.

Companies that have a more thorough recruiting process tend to have a lower turnover rate. Almost always, a company that takes the time can find the right candidate that fits both the position and the company work environment, thus having the proper recruitment strategy is vital!

This advanced selection, interviewing and recruitment skills program will expose participants to the A – Z of successful recruitment process. It will also expose them to some crucial tips on how to select the right candidate for the job.

### For Whom:

This program is specifically designed for anyone who interviews or takes part in the interviewing process with basic knowledge of recruitment processes, such as HR and Training Personnel, Line Managers and Supervisors, Succession Planners & Developers, C.E. O's & Directors as well departmental heads.

### Learning Objectives:

At the end of the program, participants will be able to:

- apply the new recruitment process and be able to explain it to team members;
- demonstrate how to write recruitment criteria and precise scoreable interview questions;
- evaluate different types of testing and explain their values in recruitment process;
- use a personality profile and their value for recruitment and succession planning;
- analyze and decode different types of body language, especially when not telling the truth; and
- apply the newly acquired interviewing skills upon returning to work

### Course outline:

#### DAY 1: Understanding Recruitment Process from A – Z: An overview

- The real cost of interviewing to the organization
- First series of interviews
- Self-assessment of your current interviewing skills
- Completing your Personality profile for later use
- Fact v fiction about interviewing
- Introduction to the recruitment process map

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

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## DAY 2: Mastering the Process – *The New Approach to Successful Interviewing*

- Understand the Job and the Importance of the Job Description and Criteria Exercise
- How to Write Key Criteria and its Link with Competencies?
- Writing the Job Advertisement – *how to attract talented people, winners not losers*
  - Work needed to write the job advert
- How to write interview questions – understanding criteria
  - How many questions do you need?
- Stage 3 – how to effectively short list

## DAY 3: Testing, Personality Profiling and References

- Shortlisting – *a new approach to save time and avoid bias*
- Testing and its Improvements
- Occupational – what's new?
- Ability Testing – the DIY approach
- Semi medical tests
- The Growth of Mental Illness and the Impact on Recruitment
- Personality Profiling - why we use it and which profilers are the best
- How Assessment Centre Work and their Increasing Use Today?
- The Importance of References

## DAY 4 Finalizing Pre-Written Questions, Room Set-up and Arrangements and Understanding the Vital Role of Body Language

- Procedure for Starting every Interview
- Finalizing your Interview Questions
  - *writing scene setters*
- Refining knowledge-based questions
- How to Use Probing Questions?
- How to Score and Who does the Scoring?
  - *practice*
- Pre-interview Administration
  - Getting the arrangements right and setting up
  - the room correctly
  - Understanding Body Language and Correctly Decoding it
- Silent signals

### LOCATIONS

1 - HCA Learning Centre, Acme House 2nd Floor, 23, Acme Road, Ogbia, Industrial Scheme, Ikeja, Lagos, Nigeria

2 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

In-plant Fee Negotiable

### WORKSHOP FEE:

**Workshop fee: Lagos: N350, 000 per Participant, VAT-N26,250**

**Abuja / Port Harcourt: N400, 000 per Participant, VAT-N30,000**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814**

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## DAY 5: Practice and Practice

- Recap of the Steps So Far
- Use of Microsoft Team, Zoom and Phone Interviews
- Putting the Interview Process into Action
- Time Table of the Interviewing for the Day
- Role Allocations for Interview
- Review of Interview and Individual Feedback
- On-boarding – *strategies from maximizing on your successful recruit*

**Training Methodology: Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teachings/learning methods.**

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