

Subject: - An outline for a one-day (6-hour) training session on "Behavioral Event Interview (BEI) Techniques" for senior business heads

Training Title: Behavioral Event Interview (BEI) Techniques for Group Heads

Duration: 1 day (6 hours)

Training Objectives:

- Equip senior business heads with the skills and knowledge to conduct effective behavioral event interviews.
- Enhance their ability to assess and select the best candidates for key positions within their hospitals.
- Improve the overall hiring and talent acquisition processes.

Agenda:

Session 1: Introduction to Behavioural Event Interviewing (1 hour)

- Welcome and introduction to the training program.
- Understanding the importance of effective interviewing in healthcare.
- Overview of Behavioural Event Interviewing (BEI) and its benefits.

Session 2: Key Principles of BEI (1 hour)

- Exploring the core principles of BEI.
- Understanding how BEI differs from traditional interviews.
- Discussing the STAR (Situation, Task, Action, Result) method.

Session 3: Developing Effective Interview Questions (1 hour)

- Identifying the competencies and skills relevant to healthcare leadership roles.
- Crafting behaviour-based interview questions.

- Practising question development.

Lunch Break (1 hour)

Session 4: Conducting BEI Interviews (1.5 hours)

- Role-playing exercises: Interviewer and interviewee scenarios.
- Providing constructive feedback and improving interview skills.
- Addressing common interview challenges.

Session 5: Evaluating and Scoring Responses (1 hour)

- Assessing and rating candidate responses.
- Using a structured evaluation rubric.
- Ensuring fairness and consistency in the evaluation process.

Session 6: Wrap-Up and Q&A (30 minutes)

- Summarising key takeaways from the training.
- Addressing participant questions and concerns.
- Providing additional resources for continued learning.

Closing Remarks (15 minutes)

- Expressing gratitude to participants.
- Sharing contact information for follow-up queries or assistance.
- Distributing training certificates (if available).

Note: We shall include relevant case studies or examples from the healthcare sector to make the training more engaging and applicable.

Follow up session must be conducted within 3 weeks from the date of completion of this training.

Regards,

Yuvaraj Pawar
8104801136
