

CW 4412 - Interviewing Skills for Hire

Supervisory
June 4-5, 2009

PRESENTED BY:

Frank Delano, LMSW, is the director of the JBFCS Child Care Training Institute and is an adjunct faculty member at the Fordham University Graduate School of Social Service.

Jill Shah, LMHC, is the director of housing and quality management at Lenox Hill Neighborhood House and a training consultant with JBFCS.

TRAINING SITE:

OU / DHS Training Center
617 W. Rock Creek Road
Norman, OK 73069

TRAINING GROUP:

This training is for Child Welfare Supervisors, County Directors and Child Welfare Field Liaisons and is limited to 70 total participants.

COURSE DESCRIPTION:

This highly interactive workshop will highlight concepts and tools for supervisors to conduct interviews that will increase their chances of hiring workers who best fit their programs. The course will help the supervisor develop a more professional demeanor and better skills when interviewing people they may soon supervise. Supervision is primarily a relationship and the first time many people in a supervisory relationship meet is in the interview. The new employee you hire, and the person you may choose not to hire, will form many opinions about you, your professionalism, and your agency based on the interview. This workshop will highlight the crucial reality you never get a second chance to make a good first impression. Participants will leave with legal suggestions and a guide to help prepare them for their next interview.

WORKSHOP HOURS:

Registration at 9:30 a.m.

Day 1: 10:00 a.m. to 5:00 p.m.

Day 2: 9:00 a.m. to 4:00 p.m.

Participants are reminded that anyone missing more than 30 minutes of a workshop may not receive full credit for the workshop.

CANCELLATION:

PLEASE DON'T BE A NO-SHOW. If you find you cannot attend after you have registered, please e-mail CW.CPMtraining@ou.edu to notify the training section that you will be unable to attend. If you have a hotel reservation, you are responsible for cancelling it yourself or you may be responsible for the room cost.

LODGING ACCOMMODATIONS:

Lodging is available at the Sooner Legends Inn & Suites, 1200 24th Avenue SW, Norman, OK 73072. Please e-mail CW.CPMtraining@ou.edu if you need lodging accommodation and a confirmation number will be assigned to you a week prior to the training date. If you cannot attend training, e-mail CW.CPMtraining@ou.edu and call Sooner Legends Hotel @ **405-701-8100**. Rooms must be cancelled at least 24 hours before your reservation date or you may be responsible for the room cost.

► **For individuals traveling in excess of 130 miles one way (map miles), lodging is available the night before.**

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OKDHS DRESS CODE IS ENFORCED DURING TRAINING