



INTERVIEW TECHNIQUES

VENUE: Voila Hotel, Bagatelle.
Date: 28th August 2026

COURSE DETAILS:

This comprehensive training programme equips interviewers with the skills and strategies needed to conduct effective, fair and professional interviews—both in face – to – face and virtual settings. Participants will learn best practices in interviewing, structuring interviews for consistency and building confidence in questioning techniques.

The course also addresses common pitfalls, bias mitigation and aligns interviews with internal competency frameworks to support objective and values-based hiring. Through practical tools and real-world scenarios, interviewers will be empowered to make confident, high-quality hiring decisions.

COURSE OUTLINE

- **Module 1:** Best practices for conducting interviews
- **Module 2:** Structuring interviews to ensure consistency and fairness
- **Module 3:** Enhancing interviewer confidence and questioning techniques
- **Module 4:** Common pitfalls and how to avoid them
- **Module 5:** Aligning interviews with our internal competency framework

EXPECTED OUTCOME

- Equip interviewers with the tools and strategies to deliver effective and engaging interviews in both face – to – face and virtual format.
- Ensure a standardised, equitable approach to interviewing that minimises bias and supports objective decision-making.
- Strengthen interviewer presence, probing ability, and responsiveness.
- Common pitfalls and how to avoid them
- Aligning interviews with our internal competency framework

TARGET AUDIENCE

Recruitment staff and HR and anyone involved in interviews.

TRAINING METHODOLOGY

- Case Studies
- Roundtable discussions
- Simulation Exercises
- On Camera Interviews

FEES AND REFUND:

Rs 25,000 per participant. MQA approved and company sponsored participants can get a refund from HRDC. Fees include lunch, tea breaks and training materials.



Trainer:
VEENA MOLOYE

Veena Moloye has over 20 Years work experience in the financial services sector and 7 years as an entrepreneur. She has been part of the leadership team and held senior positions at the Financial Services Commission (Mauritius). Veena is the

Founder/Director of Boardroom Services Limited providing HR Consultancy services.

She holds a BSc Business Studies and an MBA International Business from the University of Mauritius. She is a Soft Skills Trainer and is passionate about leadership and women empowerment. She is a registered Mentor with the Cherie Blair Foundation as well as a Member of Association Mauricienne des Femmes Chefs d'Entreprises (AMFCE).