

# Course : Conducting professional interviews.

*Practical course - 2d - 14h00 - Ref. EPR*  
*Price : 1590 CHF E.T.*

Since the introduction of the French law of 5 March 2014 on training, employees must benefit – every two years – from a professional interview on their career development prospects. This course will allow you to understand the issues and recognise the key stages of these interviews.

## Teaching objectives

**At the end of the training, the participant will be able to:**

- ✓ Understanding the new regulatory framework for professional interviews and mastering the training mechanisms
- ✓ Acquiring proficiency in the key concepts of professional development
- ✓ Recognising the four stages of the professional interview
- ✓ Acquiring the interview behavioural techniques

## Intended audience

Managers, HR managers, HR experts required to conduct professional interviews with their employees.

## Prerequisites

None.

## Practical details

### Hands-on work

Multiple choice questionnaire, practising professional interviews based on scenarios, group debriefing, sharing of experiences.

## Course schedule

### PARTICIPANTS

Managers, HR managers, HR experts required to conduct professional interviews with their employees.

### PREREQUISITES

None.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## 1 Understanding the issues at play in the professional interview

- The professional interview in the company's HR landscape.
- Understand the framework of the vocational training reform.
- Understand the lifelong learning system.
- Distinguish between an appraisal interview and a professional interview.

### Exercise

Questions and answers on key points. Multiple choice questionnaire on regulations.

## 2 Mastering the key concepts of professional development

- Master the vocabulary used for skills (knowledge, abilities, professional abilities, etc.).
- Master the skills analysis tools (skills repository, profession, etc.).
- Understand the usefulness of the skills grids and how to use them.
- Recognise the professional guidance systems and tools: validation of prior experience; training passport; CIF (Compte Individuel de Formation - individual training account); CPF (Compte Personnel de Formation - personal training account)

### Exercise

Self-diagnosis of skills. Analyses of different situations requiring professional development.

## 3 Recognising the four stages of the professional interview

- Know how to draw up an assessment, study the needs and define the orientations.
- Monitor the actions taken after the interview.
- Adopt a posture adapted to each phase of the professional interview.
- Know how to effectively use professional interview materials.

### Exercise

Role play for each professional interview.

## 4 Conducting a professional interview

- Master the active listening techniques.
- Foster dialogue through questioning techniques.
- Manage professional interviews after a long absence: maternity leave, sickness, sabbatical leave, etc.

### Exercise

Role play on conducting a professional interview.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## 5 Conducting the summary professional interview every six years

- Clarify the concepts of training action, wage progression or career development.
- Analyse the employee's career path.
- Review and verify the company's compliance with new corporate obligations.
- Prepare and draw up the copy to be given to the employee.

### Exercise

Creating the copy to be given to the employee, establishing a career path assessment based on examples.

## Dates and locations

### REMOTE CLASS

2026 : 11 June, 7 Sep., 10 Dec.