

TTT – License to Hire Framework Program

Proposed Program Structure

Program Format

- Virtual Instructor-Led Training (VILT)
- Duration: 2 Days
- 4 Hours per Day
- Highly interactive and application-focused

Target Audience

- Internal facilitators
 - Hiring assessors
 - Talent acquisition stakeholders
 - People managers involved in assessment processes
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Proposed Learning Methodology

Our approach will combine:

- Conceptual understanding
- Facilitator capability-building
- Behavioral interviewing practice
- Assessment calibration exercises
- Simulation-based learning
- Reflection and feedback loops

The methodology will focus on experiential learning to ensure participants are not only informed, but also equipped to independently and consistently apply the License to Hire framework.

Proposed Training Flow

Day 1 – Foundations & Assessment Capability

Module 1: Understanding the License to Hire Philosophy

- Purpose and strategic importance
- Alignment with organizational hiring standards
- Role of assessors and facilitators
- Candidate experience and employer branding impact

Module 2: Leadership Capabilities Alignment

- Understanding leadership capability expectations
- Translating competencies into observable behaviors
- Identifying success indicators and red flags
- Objective assessment principles

Module 3: Structured Interviewing Techniques

- Behavioral interviewing frameworks
- Competency-based questioning
- Probing and follow-up techniques
- Avoiding leading questions
- Managing interview flow professionally

Module 4: Assessment Objectivity & Bias Awareness

- Common interviewer biases
- Evidence-based evaluation
- Maintaining fairness and consistency
- Decision-making discipline

Practice Activities

- Interview simulations
- Question-building workshops
- Observation exercises
- Peer feedback discussions

Day 2 – Calibration, Facilitation & Practical Application

Module 5: Assessment Calibration Techniques

- Standardizing evaluation approaches
- Rating consistency exercises
- Calibration discussions
- Handling differing assessor opinions

Module 6: Facilitation Skills for Internal Trainers

- Managing virtual facilitation effectively
- Encouraging participation
- Managing difficult learner scenarios
- Delivering constructive feedback

Module 7: Mock Assessment Center Simulation

- End-to-end mock assessment exercises
- Role plays and evaluation practice
- Candidate observation activities
- Real-time facilitator coaching

Module 8: Action Planning & Certification Readiness

- Individual capability reflection
 - Readiness assessment
 - Facilitator action plans
 - Sustainability recommendations
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Training Methodology

The intervention will include:

- Live facilitation
 - Breakout room activities
 - Assessment simulations
 - Role plays
 - Guided observation
 - Reflection-based discussions
 - Real-world hiring scenarios
 - Calibration workshops
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Deliverables

Pre-Program

- Discovery discussion with stakeholders
- Customization aligned to framework requirements
- Contextualization of activities and simulations

During Program

- Facilitator-led virtual sessions
- Participant handbook/workbook
- Practice templates and assessment sheets
- Simulation exercises

Post Program

- Summary report (optional)
 - Recommendations for reinforcement
 - Facilitator observation notes (if required)
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Relevant Experience

We have supported organizations across sectors in:

- Leadership assessment capability building
- Behavioral interviewing programs
- Performance and competency-based evaluations
- Leadership development interventions
- Communication and facilitation capability programs
- Coaching and feedback-based manager development

Our programs are highly interactive, business-contextualized, and focused on practical workplace application.

Proposed Next Steps

We would be happy to:

- Conduct a brief discovery discussion
- Review the framework and materials
- Finalize customization requirements
- Share a detailed agenda and finalized commercial proposal

We look forward to the opportunity to support the organization in strengthening internal assessment capability and facilitator excellence.