

Interview Skills

Overview

To build a promising career, you first need to succeed in interviews. An interview provides an opportunity for candidates to demonstrate their personality, character and attitude and match their skills with that of the prospective company.

The course will be conducted with the use of mock sessions, role plays, games, multimedia resources, workshops, question and answer sessions, analysis of real CVs and real covering letters. Trainers will ensure that you have the confidence to perform and promote your unique selling points at interviews.

Aims

- Impress interviewers with powerful and clear communication
- Write eye-catching, attention-grabbing CVs and covering letters
- Write concise and informative CVs
- Discover your hidden talents
- Increase self-esteem with your new-found potential
- Handle difficult questions and pressure situations
- Think spontaneously and out-of-the-box
- Empower yourself with the correct dress code

Discussion points

- Researching a company
- Analyzing job adverts
- Planning for the interview
- Building a rapport with the interviewer
- Using body language to display confidence and high self-esteem
- Finding your communication style
- Negotiating packages
- Generating interest with effective follow-up
- Using tested tips to create a lasting impression
- Overcoming fear through mock sessions and analyses
- Refining your CV and covering letter