

Interviewing skills for the interviewee

Duration:

One day

Objective

The more popular training course focuses on how to become an "effective interviewer", however this novel training course approaches the interview from the interviewees perspective. Where do you look for guidance if you are unsure of how you come across as an interviewee and what are the skills you should be sharpening up on? This one day workshop is a practical introduction into the whole process of applying for a new position. It is ideally suited for employees who wish to apply for internal promotion or advancement, or those who are applying for positions within other organisations.

Contents

This course embraces a cradle-to-grave approach to applying for new positions, including a variety of modules on:

- Understanding the difference between a bad CV and an attention grabbing CV
- Researching a new employer or a new position within your current organisation
- Understanding the competencies required for effective preparation
- What Employers Look for in Applicants
- Polished Communication Skills
- Steps to a successful interview
- Dress for Success
- Anticipating answers to questions from an interviewer
- Managing questions effectively by providing evidence
- Formulating intelligent questions to ask the interviewer
- Influence the outcome by demonstrating appropriate knowledge, skills, attitudes and competencies
- Phone Interviews
- Practising through mock interviews

Who should attend

Individuals who wish to maximise their performance at interview.

Course benefits

This course is of benefit to both the interviewees and the organisation. It will assist the interviewees by providing them with the skills and confidence to sell themselves properly and honestly at interview, helping the organisation arrive at their recruitment decisions with greater ease and efficiency.

Additional information

As an interviewee, your task is to self-promote and self-market to make your interviewer believe that you are the best person for the job. This one-day workshop utilises the "4P's method" for succeeding at interviews: Preparation, Presentation, Personality and Positive Attitude.

Certificates

All delegates who successfully complete this course will receive a certificate of attendance.

Trainers background

The trainer for this course has extensive experience in design and delivery of interview skills training. They previously held a senior management position responsible for teams that were recruiting large volumes of staff for one of the UK's largest organisations.