



Your Needs:

"This outline is a guide to the content of a typical course. In practice, all courses can be customised to meet specific needs and can be run at a time and place to suit you."

Accelerated Learning:

"We run our events using an appropriate mix of group discussions, practical exercises and case studies, supported by short tutor-led sessions."

What You Get:

"As standard, we provide a full set of reference notes, equipment (for IT training) and ongoing support (in case you have any questions afterwards)."

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Interview Skills

(1 day)

"If you are suitable for the job then you owe it to yourself to make the best impression."

Benefits of attending this course...

Recognising what you are good at and having the confidence to sell yourself is not only essential for success at a job interview but it can also help you be more effective at work (such as during an appraisal interview, for example).

The purpose of this course is to understand the key elements of the interview process, how to match your skills to the job and then how to present yourself in the best possible light.

Who is it for?

Those who wish to improve their skills at an interview.

Objectives

By the end of the training you will be able to...

-  Prepare yourself for the interview situation.
-  Answer a range of questions with increased confidence.
-  Sell yourself to a prospective employer (or your manager).

Content

- ✓ Assessing a specific job opportunity (deciphering the language of job paperwork and deciding if the role is right for you).
- ✓ What do employers look for in a candidate?
- ✓ Essential aspects of interview preparation (including background research and the preparation of evidence-based responses).
- ✓ The importance of adopting an appropriate dress code (and other aspects of interview etiquette).
- ✓ Questioning techniques and common question types (including ones to be wary of).
- ✓ Developing effective listening skills (so you can deliver an effective answer).
- ✓ Presenting yourself (including aspects of body language, vocal style and conversational technique).
- ✓ Concluding the interview and following-up afterwards.