



Essential Interview Techniques Training - 1 day

Overview:

This course covers the essential skills needed to become more successful when attending interviews. This course is not only designed for those who are seeking new employment but will be invaluable for those seeking internal advancement or undergoing organisational change. Interviews can be a daunting prospect and for some a very stressful experience being prepared and having a plan can really help delegates to be more successful in interviews.

Objectives:

Rapport building and effective communication
Essential preparation for interviews
Different Interview Formats
Example Interview Questions and How to Handle Them
Role-play/ Practical
Beating the Butterflies

Prerequisites.

No Prerequisites are required for this course.

Rapport building and Effective Communication

- What is rapport
- First impressions
- Building rapport
- The communication model
- Effective use of body language

Essential preparation for Interviews

- Planning your route
- Dress
- Essential things to take with you
- Do your homework
- Preparing for practical tests

Different Interview Formats

- Competency based interviews
- Informal interviews
- Telephone interviews
- What to expect in each of the different styles of interview

Example Interview Questions and How to Handle Them

- Competency based questions
- Weakness and failure questions
- Blame questions
- Prove it questions

Role Play and Practical Exercises

- Mock interview scenarios
- Preparing for tough questions
- Answering techniques (s.t.a.r./h.e.a.r)

Beating the Butterflies

- Experience outcome model
- Confidence builders
- Influence vs concern
- Relaxation techniques