

THE SUCCESSFUL INTERVIEWEE

Introduction:

This programme has been designed for job seekers to provide participants with sufficient knowledge and skills to increase their confidence in applying for posts and being interviewed, and to increase the success of their interview outcomes.

Objective:

Delegates will learn to set their own goals to target a job that will suit them, and this will help motivate them in their search. Delegates will be able to prepare themselves for any future interviews with confidence and raised self esteem.

Programme Synopsis:

- Defining and setting your personal goals
- Planning your job search
- Professional C.V. Writing
- Applications & Cover Letters
- Preparing for the interview -
 - Researching the Organisation
 - Researching the Job
 - Defining what skills the employer needs from YOU
 - Matching your skills to requirements
 - Anticipating and preparing questions
 - Portfolios – (certificates, letter of recommendation, etc)
 - Prepare your journey/directions
- The day of the interview -
 - What to remember (Punctuality, contact name, etc)
 - Personal presentation
- Good communication Skills -
 - Positive and confident body language
 - Verbal & listening Skills
 - Tone of voice
- Selling yourself -
 - Beliefs, values and opinions
 - Building good rapport
 - Fitting yourself to the job
 - Fitting in with the company
 - Expressing knowledge of the company
 - Ambition and personal improvement
 - Salary negotiation
 - Making yourself the employer's first choice

Delegates will be expected to take part in practical group exercises and will include techniques to build on an individual's confidence.

Duration: One - Two (1-2) Days

Course Code: TSCSINT

Certification: Training Solutions 2000