

Preparing Yourself for Interview

Training Description

This course is designed for those who are preparing themselves for an interview and who wish to plan to maximise their potential and get the job or promotion they really want. It will enable participants to explore their own values, experience, qualifications and potential and position themselves for achieving success in interviewing situations. Participants have the opportunity to create or update their Curriculum Vitae (CV) as writing cvs is covered during the course.

The Course Suits

Anyone who has a forthcoming internal or external interview and wants to maximise their chances of getting the role they want.

Training Benefits

- Understand their achievements / potential in the workplace
- Explore strengths, weaknesses and areas for further self-development
- Understand how to 'match' themselves with organisations
- Gather evidence to support the application process
- Understand how to create an impressive CV
- Prepare themselves for the interview day
- Explore types of interview questions and answers
- Practice being interviewed

Course Timetable

09:30 - 10:00 Introduction and Course Objectives

10:00 - 10:15 Career Alignment Model

10:15 - 10:45 Gathering the Evidence Life Goals / Values

10:45 - 11:15 Analysis of Strengths and Skills Gathering Feedback

11:15 - 11:30 Coffee Break

11:30 - 11:45 Application Forms - matching 'your' skills to 'their' needs

11:45 - 12:15 Achievement Analysis

12:15 - 13:00 Creating your CV

13:00 - 14:00 Lunch

14:00 - 14:30 Beliefs and Performance - Preparing Yourself

14:30 - 15:30 Common Interview Questions - matching 'their' needs to 'your' skills

15:30 - 16:30 Practice Interviews - Role Play Interviewing Skills

16:30 Summary and Action Plans Agreed