

PREPARING FOR INTERVIEWS



Overview

Not many people look forward to the interview process and may suffer with nerves, anxiety or confusion over how best to present themselves. This course is designed to provide clear guidelines on how to prepare for and conduct a successful an interview. An interactive day which concludes with an opportunity to practice your interview skills, it focusses on four key modules:

- Preparing for your interview
- Making a good impression
- Providing compelling answers
- Concluding your interview

Who is it for?

Apprentices who are looking to seek new opportunities following their placement year or staff who are looking to interview for internal posts.

Course content to include...

- Preparing for your interview
 - The application process - application forms & CV writing
 - Interpreting job descriptions
 - Preparing for questions
- Making a good impression
 - PLEASE model
 - Body language & tone of voice
 - Overcoming interview nerves
 - Building rapport with the interviewer(s)
- Providing compelling answers
 - Effective listening & questioning techniques
 - STAR - how to answer competency based questions
- Concluding your interview
 - Closing the interview professionally
 - Making your questions count
- Practice
 - Final role play exercise to practice interview skills
 - Peer feedback
 - Action planning

By the end of the course learners will be able to...

- Understand interview best practice
- Conduct themselves in interviews effectively & professionally
- Increase confidence in preparing for and attending interviews

