

Interview Skills

Audience: Anyone

Prerequisites: None

Course Duration: 1 day

Course Level: Beginners & Intermediate

In the course of a lifetime, most people tend to apply for new positions and change jobs at a few times. The process of getting into a new role or obtaining a new position often involves interviews. Success in an interview in majority of cases guarantees getting hired. The information and skills needed for achieving success in an interview process can be learned and mastered through effective training and practice.

In this course, we cover the life cycle of an interview from the beginning to the end, while explaining pre and post interview activity and processes. This course introduces the delegates to the objective of the interview, the necessary preparation before attending the interview, interviewer's mentality and purpose, different types of interview questions and the effect of applicant's image, behaviour and body language during the interview. Essential interview skills such as communication skills, effective listening skills, how to handle salary questions, responding to common interview questions, reducing anxiety and making the best impression are also covered in the course. Effective tactics and strategies accompany question examples in every stage and enhance the process of learning new techniques.

This highly practical course contains a vast number of practical exercises, real life scenarios and case studies which help greatly in imitating an actual interview. The course encourages delegates to participate and interact in a stimulated interview environment during the training session and prepare for different stages of the interview process. Each main section in the course is followed by practical exercises to accelerate the learning process and increase memory retention.

By the end of this course, participants will be able to:

- Learn and use **effective strategies** to handle interviews and understand what interviews are all about
- Look at the interview **from the interviewer's position** to better formulate your responses
- Use **body language** and **first impressions** to get through interviews successfully
- Learn how to make the **best use of words** and apply **established tactics** to get maximum results in interview conversations
- Learn how to make **effective interview conversation** and use the **best strategies** to get maximum results
- **Answer interview questions confidently** using the most effective strategies
- **Finish the interview** in a way to increase your chances of success

See the following page for more detail on what you will learn on this course.

Interview Skills

In this highly practical course you will learn:

What is the Best Strategy to Approach an Interview?

- What is the purpose of an interview?
- What types of interviews exist?
- Who gets hired?
- How to prepare for an interview?

What Goes on in the Mind of an Interviewer?

- What psychological techniques can you use to leave the highest impression on the interviewer?
- What does the interviewer look for? What is the interviewer afraid of?

What Should You do and How Should You Behave at an Interview?

- How to greet? How to present yourself at your highest?
- What is the best body language?
- How to convert your nervousness to your advantage?
- How to shake hands? How to sit, how to move, where to look, etc.?

How to Structure Your Conversations?

- What to say? How to improve your conversation by paying attention to the words spoken?
- How to make the best of words?
- What strategies to use to make yourself likeable?
- How to satisfy the desire of the interviewer, who wants to know you inside out, by using specific words and styles of communication?
- How to show that you are truly interested in the job?

What is the Best Strategy to Use When Making Conversations?

- How to deal with general questions such as "Tell me more about yourself"?
- How to deal with difficult questions?
- How to prepare for questions you might not anticipate?
- How to handle salary questions? How to improve your listening skills?

How to Leave an Interview?

- How to close an interview and leave a good impression of yourself?
- How to maximise your chances of success in the interview using a few simple tricks at the end of an interview?