

Interview Presentation Programme

This workshop is to recognise that there may be opportunities within the organisation to make internal applications. This may include promotional moves or sideways chances either in the same department or elsewhere.

AIM:

To help individuals present themselves positively at job interviews.

OBJECTIVES: By the end of the programme participants will have:

- Had an opportunity to consider positive possibilities open to them in relation to moving on.
- Assessed their needs, wants, strengths and weaknesses.
- Learned how to prepare for interviews.
- Examined strategies for ensuring appropriate self-presentation during interviews.
- Identified and practised the interpersonal skills for effective communication during interviews.
- Considered how to evaluate and learn from interview experience.

The content of this workshop will include Introduction and Self-Analysis, Pre-Interview Preparation, The Interview, and a Post-Interview Review.

Several methods will be employed including structured exercises, role play and self-administered questionnaires.

This course can be adapted to a one day input or several days input.

Bookings and further information about this and all the other training programmes offered by Interface Training Ltd. can be obtained from Maggie Murray Harris (Director), Interface Training Ltd. - Telephone: 0131 554 2892 (office) / 07711 703810 (mobile) or E-mail: maggie@ukgo.com