

## DEVELOP YOUR JOB INTERVIEW SKILLS COURSE OUTLINE

<b>COURSE CONCEPT</b>	<p>Congratulations, you have been asked to attend an interview! Your application has been impressive and now you are a step closer to employment.</p> <p>The interview is the most critical point in your job search. It involves personally meeting the prospective employer, and your chance to make a great first impression is essential.</p> <p>This course will give you the tools you need to make a great first impression. Learn what to do (and not do) during the interview to be confident, make the best impression to succeed and receive a job offer.</p>
<b>AUDIENCE</b>	<ul style="list-style-type: none"> <li>● Individuals who are job searching and want the winning edge to attain meaningful employment.</li> <li>● Individuals who are pursuing a promotion to progress their career.</li> </ul>
<b>AIMS</b>	<ul style="list-style-type: none"> <li>● Improve your interview techniques to demonstrate your professional self as the 'best' candidate for the job, be successful and receive a job offer.</li> <li>● Develop your communication and presentation skills to describe your experience, skills and abilities to stand out at the interview.</li> </ul>
<b>COURSE CONTENT</b>	<ul style="list-style-type: none"> <li>● Interview Skills – Create a Positive First Impression</li> <li>● The objective of the interview for you and the employer</li> <li>● Interview Styles             <ul style="list-style-type: none"> <li>○ Formal Structured Interview</li> <li>○ Panel Interview</li> <li>○ Group Interviews</li> <li>○ Telephone Interviews</li> <li>○ Virtual Job Interview</li> <li>○ The Spontaneous Interview</li> </ul> </li> <li>● Psychometric assessment</li> <li>● The stages of an interview</li> <li>● Three steps for a successful interview</li> <li>● Traditional Interview vs. Behavioural Interview Questions</li> <li>● Handling interview nervousness</li> </ul>

## DEVELOP YOUR JOB INTERVIEW SKILLS COURSE OUTLINE

<p><b>LEARNING OUTCOMES</b></p>	<p>On completion of the program, you will be able to:</p> <ul style="list-style-type: none"> <li>● Improve your interview communication and presentation skills, develop your flexibility to handle various interview styles to present your best self</li> <li>● Develop your interview skills by addressing employer requirements and matching these to your experience and qualifications</li> <li>● Answer interview questions with confidence by applying the STAR technique to demonstrate your skills, experience and behaviour</li> <li>● Apply a range of techniques to reduce interview nervousness to show your confidence</li> </ul>
<p><b>LEARNING ACTIVITIES</b></p>	<p>The <b>online</b> course consists of the theory with a range of interactive activities that include:</p> <ul style="list-style-type: none"> <li>● Self-evaluation activities</li> <li>● Experiential learning activities to prepare for a successful interview</li> <li>● Individual practical exercises</li> <li>● Practising interview skills and self-evaluating your performance</li> <li>● Videos with reflective learning</li> <li>● Visualisation and guided meditation to reduce stress and nervousness and highlight your confidence</li> <li>● Writing an Action Plan to achieve your career goals</li> </ul>
<p><b>DURATION</b></p>	<p>Self-paced learning, approximately 3 hours</p>
<p><b>ADDITIONAL PROFESSIONAL DEVELOPMENT</b></p>	<p>If you have specific and challenging issues, we can further assist with optional coaching sessions in a one-to-one or a small group session.</p> <p>Upon completing your full course or individual course, we offer ongoing supervision in your practice through our Career Coaching and Training membership program.</p>
<p><b>FURTHER INFORMATION</b></p>	<p><a href="http://careercoaching.training">careercoaching.training</a> <a href="mailto:hello@careercoaching.training">hello@careercoaching.training</a></p>

## HOW TO FIND THE PERFECT JOB COURSE OUTLINE

### ADDITIONAL PROFESSIONAL DEVELOPMENT

If you have specific and challenging issues, we can further assist with optional coaching sessions in a one-to-one or a small group session.

Upon completing your full course or individual course, we offer ongoing supervision in your practice through our Career Coaching and Training membership program.

### FURTHER INFORMATION

[careercoaching.training](http://careercoaching.training)

[hello@careercoaching.training](mailto:hello@careercoaching.training)

