



Job Application Skills (full day)

Course Outline

This course will explain how to best present the experience you have so the selection panel has a clear picture of your relevant skills, experience and attitude.

Course participants will explore the interview process and the skills critical to being a successful interviewee. The session will then cover planning and preparation for interview, knowing what the questions are likely to be, presentation, examples to take to interview, language, and what to ask at the end.

Content modules:

- Preparing for interview – what to do
- Put yourself on the panel and identify the likely questions you'll be asked
- Preparation of what to say and your best examples
- The types of questions commonly asked at interview
- Presentation at interview
- Integrity and honesty
- Attitude at interview
- Referees – can they get me to the top?
- Seeking feedback – why bother?

Learning outcomes:

- Understanding of the interview process and how to prepare for the interview
- Understand how to develop the likely questions that will be asked
- Use of your interpersonal skills as part of effective communication processes

Learning styles:

- Lecture/seminar
- Large group participation
- Small group break-outs

"I have found this course extremely valuable."

"What I enjoyed most about the session was how the presenter involved those present with activities and group discussion."

"[The presenter] was very knowledgeable and a good speaker."

"The course provider was very clear, helpful and delivered very valuable advice"