



## **Successful Interviewing Workshop**

A BITESIZE WORKSHOP: BE MORE EFFECTIVE WITH YOUR INTERVIEWS: GET THE JOB YOU 'WANT' NOT THE JOB YOU 'NEED'.

### **Learn how to:**



1. Be in control of your interview through various techniques of empowerment
2. Understand the difference between Competency & Biographical questioning
3. "Sell" yourself successfully without being pushy
4. Use the interview to identify for you whether you want the job, forget whether or not you will get it; Do you want it?

**If you can answer yes to any of the following questions then this bitesize workshop will be effective for you:**

1. Do you ever feel like the interviewer is more nervous than you?
2. Are you nervous before the interview and worried about thinking on your feet when you are being interviewed?
3. Do you want to know what more you can do to really ensure they know that you can do the job?
4. Are you worried about the salary question and positioning your worth?
5. Do you want to know how to read the interview while you are there so as you know what more you can do?





## Workshop Agenda & Structure - 3 hour workshop

Time	Agenda
9.00am	<b>Identifying the individual objectives &amp; Interviewing issues</b> <ul style="list-style-type: none"><li>➤ Understand who the interview is for and why?</li><li>➤ Establish the core competencies you are looking to demonstrate or use?</li><li>➤ Open &amp; Closed Questions at interviewing – How to answer &amp; when to use?</li></ul>
9:30am	<b>Practical Tools to structure an effective interview</b> <ul style="list-style-type: none"><li>➤ Interview Structure – rapport building – Presentation - Planning</li><li>➤ Competency &amp; Biographical Questioning</li><li>➤ Plan your next Interview against a job specification</li></ul>
10:00am	<b>Break 15 minutes</b>
10:15am	<b>Handling Interview Challenges &amp; Objections</b> <ul style="list-style-type: none"><li>➤ Acknowledge or Question</li><li>➤ Buy time to think before responding</li><li>➤ Body Language &amp; Voice Tone</li><li>➤ Learn how to question effectively and positively</li><li>➤ Discrimination concerns &amp; solutions</li></ul>
11:15am	<b>Interviewing</b> <ul style="list-style-type: none"><li>➤ The interview Structure</li><li>➤ Dos &amp; Don'ts</li><li>➤ After the Interview</li><li>➤ Challenging/ strange question – what to do &amp; what to say</li><li>➤ Salary negotiation</li></ul>
12:00pm	<b>CLOSE &amp; Agreed Actions</b>