

Professional Interview Techniques



A Practical Course for Improving Professional Interview Skills

Many people dread job interviews. They can be stressful and nerve racking experiences, even more so if the interview is in a second language. However by approaching them in the right way professional people can make sure they do not freeze on the big day. Thorough preparation is vital - fail to plan, and plan to fail. Being prepared is the best way to make sure there are no nasty surprises during the interview.

What kind of preparation should you do? You should already know every detail of your resume by the time of the interview so that you can answer any questions based on it. You are certain to be asked specific questions about the company, so make sure you have thoroughly researched it's background, new products, latest developments in the industry, and company performance. Although there is no set format to job interviews, there is a list of questions that you are likely to be asked. Questions such as **"Tell me about yourself?"** **"What are your strengths?"** and **"What are you goals?"** are commonly used by interviewers. You should also be ready for the more difficult questions such as the dreaded **"What are your weaknesses?"** Many people struggle to answer this question but it can actually be turned into a positive by showing that you have made steps to address this weakness. For example, a candidate with poor IT skills who has taken steps to address this by enrolling on a training course may actually find that his or her positive attitude and self-awareness far outweighs their weakness. There are many other key factors that lead to successful interviews, including body language, speaking skills, nonverbal signals, and appearance.

The **Professional Interview Techniques** course is an intensive course, which will help you prepare for that all-important interview. We will assist you in your initial research and help you develop a list of questions you should take to the interview. We have an extensive list of common interview questions from personal information to psychological style questions that we will practice on a 1:1 basis. You will also be trained how to deal with difficult questions and speed up response times. The course also gives the option of practicing telephone interviews, which are often used as an initial screening process. It finishes with an assessed 1:1 real interview practice scenario, which when possible will be videoed. Recording the interview is an excellent way to identify any distracting physical habits caused by nerves. The course is also all in English enabling the student to practice and develop their language skills in a supportive and stimulating atmosphere.