



Interview Skills

½ day course

So you get that all important call asking you in to meet your future employer, but are you ready? Physically and mentally you have to be prepared, the competition is fierce and your preparation needs to be better than your competitor. You need this opportunity to go well and the last thing you want to do is to blow it on a silly mistake. First impressions really do count and with all the things you have to think about, being ahead of the game can really help you secure a second call back.

Style of Delivery

The workshop is very interactive and uses a variety of exercises to explain, demonstrate and put into practice the different scenarios you may encounter. It is relevant to anyone who wants to improve their confidence and ability to perform at their best. You will look at different aspects of research, the pitfalls you need to avoid and the different elements to the selection process. The course includes practical demonstrations – for example we look at the importance of body language as well as verbal communication.

Content

Participants will:

- Learn how to prepare and research for an interview
- Look at different interview techniques
- Consider how you can stand out from the crowd
- Look at pitfalls to avoid
- Understand additional elements to the selection process
- Consider the importance of body language
- Have a go.....

Feedback about this course

“Gateway gave excellent advice to delegates for Primark and HMRC and showed everyone how to improve their interview techniques. Gateway also increased the participants’ confidence in feeling it was worth putting in the extra effort whilst going through the motions of what can be a soul destroying process.”

Simon Longhurst, Sales Manager, Tresham Business Solutions on behalf of HMRC and Primark

To find out more or to book this course for your team, call us on
01536 215240 or email lou@gatewayhr.com