



## **Interview Skills Workshops**

**For many people this is one of the most daunting aspects of the job search process.**

### **Presenting and selling yourself (personal impact)**

- Preparation, impression management.
- Personal presentation, projecting yourself showcasing your abilities.
- Body language
- Content, appropriate questioning.

### **Communication**

- Personal Audit, competencies and behaviours
- Achievements, competency illustrations and delivery
- Listening skills – allowing conversation to flow whilst staying on topic

### **Structure of answers**

- Anticipation - preparation
- Context and insight –raising your profile by demonstrating situational awareness
- Presentation - holding the interviewer's attention

### **Confidence**

- Techniques for boosting self confidence. One on one practice sessions

### **Action Planning**

- Emotional highs and lows, Managing self & partners
- Maintaining momentum
- Self marketing – marketing skills for the individual
- Pipeline fill –Emotional capital, commitment and enthusiasm
- Managing contacts – contactable, unsurprised, professional
- Balancing the process. The demands of job applications