

# Positive Interview Techniques

**Objectives:** To prepare yourself prior to an interview. To identify your strengths and areas for development and learning how to project them positively to create the right impression.

**Designed for:** Anyone who is new to the interview situation. Tips and advice to help prepare you.

**Prerequisites:** None.

## Course Content:

- Preparing yourself prior to an interview
- Analysing what the recruiters are looking for
- Recognising and understanding the different questioning types
- Being equipped for typical and tricky interview questions
- Recognising the different types of interview

## Benefits:

- Core business skills for anyone wishing to learn
- A delegate workbook which complements the seminar and provides an ideal future reference manual

**Duration:** 3.5 hours

## What Next?

- Effective Business Communication
- Microsoft Office Word

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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