

## INTERVIEW TECHNIQUES Seminar – INT

<b>Language:</b>	English
<b>Duration:</b>	3.5 hours
<b>Attendance:</b>	Minimum 4
<b>Assessment:</b>	Not Applicable
<b>Certification:</b>	Yes (Attendance Certificate)
<b>Price:</b>	€ 158 per person € 525 for a group of 6

LOCATION & DATES
On Request – <a href="mailto:training@bizav.eu">training@bizav.eu</a>
<b>or</b>
<b>ONLINE</b> - using Live Synchronous Videoconferencing (LSV)

Course Entry Requirements:	COURSE REGISTRATION
<ul style="list-style-type: none"> <li>• English Language Proficiency.</li> <li>• Basic Computer Literacy and Skills.</li> </ul>	<a href="https://bizav.eu/training-course-registration/">https://bizav.eu/training-course-registration/</a>

Course Description
<p>During the seminar candidates will be given comprehensive knowledge and guidance on:</p> <ul style="list-style-type: none"> <li>– How to prepare for an interview;</li> <li>– How to handle oneself in an interview; and</li> <li>– How to manage common interview questions.</li> </ul> <p>Seminar participants will also have the opportunity of a ‘question and answer’ session with a human resources expert.</p>

Target Group
<p>This seminar is applicable to anyone who wants to develop his/her skills in interviewing techniques. It is ideal for candidates who want to improve their chances in getting short-listed and selected for a job.</p>

Course Outline [Modular]
<p>This course will feature the following elements:</p> <ol style="list-style-type: none"> <li>1) Pre-Interview Research &amp; Preparation</li> <li>2) Interview Techniques</li> <li>3) Interview Conduct and Major Pitfalls.</li> <li>4) Handling Common Interview Questions</li> <li>5) Role Play: Interview Practice</li> <li>6) Question and Answer Session</li> </ol>