



TASMANIAN TRAINING INSTITUTE

Online

CV & INTERVIEW SKILLS COURSE

This program is designed for anyone wishing to improve their CV writing and interview skills. For anyone who is currently looking for employment, wishing to move to a new career, or for anyone wishing to advance their current position. The course will include (in general):

- Basics of CV writing
- How to 'sell yourself' through your CV
- Techniques for succeeding at interviews
- Body language and verbal communication skills
- Personal competence and presence.

COURSE DETAILS

APPLYING FOR A JOB

- Developing your CV
- Writing a Covering Letter
- Answering Selection Criteria
- Formatting and forms.

INTERVIEW SKILLS

- Responding to a request for interview
- What employers look for
- Identifying transferable skills
- Interview preparation and rehearsing
- Interview etiquette
- Making an entrance
- Coping with nerves
- Listening and answering
- Developing and maintaining rapport
- Focusing on key themes
- Interpreting interviewer's body language
- Speaking the language of business
- Translating experience into skills
- Interviews with panels, or agencies
- Preparing your question.

SPECIFIC INTERVIEW QUESTIONS

- Answering problem-solving questions
- Answering behaviour-centred questions
- Answering unrelated or unexpected questions
- Answering functional questions
- Answering specific field questions
- Telephone interview skills - advantages and disadvantages
- Online video interviews
- Handling inappropriate questions.

RESPONDING TO AN OFFER

- Negotiable aspects
- Follow-up and closing interviews.

OTHER ASPECTS

STAR Technique for Selection Criteria and Job Interviews

Communication strategies

- Following instructions
- Listening
- Verbal and non-verbal communication
- Self-awareness in communication
- Selling yourself
- Public speaking
- Persuading and motivating
- Avoiding common pitfalls.

ACTIVITIES

- Role Play interviews
- Interview roleplay evaluation and self-analysis
- Industry partner roleplay interview (where available)
- Handling unexpected or tricky questions
- Building confidence
- Researching organisations
- Rehearsing stories and examples
- Clear speech and sentence structure
- Finding the exact phrase
- Eye contact and personal space
- Building questions you might ask
- Interview presentations
- Handling panel interviews
- Leaving the interview
- Getting feedback.

Please note - the order of delivery and activities are not noted - and may alter slightly from the descriptions above.

Kind regards,
Rose.

Dr Rose Kling - Manager, Tasmanian Training Institute

GAICD, MAITD AP, FIML, AFHERDSA

PhD, MEd (TESOL), MLitt, MTrngDev, Grad Cert Mgmt. (Learning), BSc (Psych)

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