

INTERVIEWING SKILLS

Interviewing is an art. Participants will learn about facilitating open communication, understanding people and how we communicate, communicating with emotional intelligence and effective listening skills. This course will then teach how to prepare for an interview, dos and don'ts of questioning, and how to handle interviews in tense or conflict situations.

IN THIS COURSE, YOU WILL:

- Learn to properly plan for an interview
- Learn to avoid the common “pitfalls” in pre-interview paperwork, that caught early, will reveal “hidden” surprises
- Learn how to effectively take notes
- Learn to establish an effective interview environment
- Learn the successful interview skills that build rapport
- Develop techniques to manage emotions and remain neutral during the interview process
- Develop several styles of interview questions, targeted interview questions, and transitions
- Learn to tactfully expose failures and embellishments
- Learn to employ an interview report card



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ENROLL TODAY!

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