

Interview Skills

Course Outline

THEME ONE: How to Well Prepare for an Interview

- Structure of a Good CV vs. Structure of a Good Interview
- The 3 “R”s of Effective Interviews
- The “S-T-A-R” Approach
- Purpose of an “Inter”-view
- Interview Tips: “Dos and Don’ts”

THEME TWO: Tell Your Own Story

- Attention-grabbing Skills for a Good Impression
- Present a compelling profile of yourself with Fluency
- Highlight your strengths and achievements with Confidence
- Discuss your goals and interests to demonstrate short-term and long-term career aspirations
- Interview Etiquette: Non-verbal Cues
- Interactive practice and role plays

THEME THREE: How to Effectively Deal with Interview Questions

- Standard, Situational and Behavioral questions
- Top 10 typical interview questions and strategies for answering them
- How to handle difficult questions and shape your answers
- Questions to ask the interviewer
- Questions NOT to ask the interviewer
- Follow-up after the interview
- Interactive practice and role plays