



Interview For Success

Aim

To provide the participants with the skills and knowledge to prepare their CV, application and practice their interviewing skills.

Agenda

- The role of the application
- Developing an effective, current CV
- Answering the requirements of selection criteria
- Developing a professional covering letter
- Establishing the requirements of a panel interview
- Where to seek vacancies for private & public sector positions
- Tips for attending a job interview
- Practical application & video case study for the public sector
- Establishing the questions you can ask
- Developing responses to questions you may be asked
- Preparation and planning for success and opportunities

Resources

- Participant's manual with examples and tips
- Action plan to measure performance

Length

1½ Day Workshop

Location

First Floor, 186 Hutt Street,
Adelaide SA, 5000

Or In-House For Staff Development

Pre-requisite

None

Class Size

8-12 per class

Trainers

Catherine Logue

Dates

By Appointment



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