



Lisa Jeskins Training

Engaging training for information professionals

Course outline

Achieving interview success

Course aim

To introduce staff to a range of techniques to improve their success at interviews

Objectives

At the end of the course participants will have:

1. Examined job descriptions/person specifications and identified what they should include in their CVs and applications
2. Discussed how and what to prepare, reflected on what research needs to be done.
3. Reflected on different ways to manage stress during an interview
4. Identified what they should tell an interviewer and what might impress
5. Practiced creating answers to certain key interview questions
6. Determined how to prepare for a presentation
7. Considered why reviewing performance is important and how to improve for future interviews

Content

- Getting an interview
- Preparing for your interview
- Coping with nerves
- How to sell yourself
- Answering interview questions
- Preparing for an interview presentation
- How to improve your interview skills

Course type

The session will include a mixture of group discussion work.

Feedback

"Useful and enjoyable and gave me the boost I needed to start reviewing my CV."

"Lisa is a really pleasant and effective trainer who always does really well at putting everyone in a group at their ease, it was a great event."

"Lisa brought a wealth of knowledge and experience to the training workshop. She was very positive and able to encourage contributions from all the staff taking part. I would highly recommend this course to my colleagues."

All courses are tailored to meet your specific requirements. [Please contact me for further details.](#)