

Interview Skills

Workshop Purpose:

To equip individuals with the skills to enhance their confidence as interviewees to effectively interview for new positions.



Workshop Outcomes:

On completion of this workshop participants will be able to:

- What is a behavioural interview
- Preparation for job interviews
- What to wear to an interview – attire, accessories etc.
- Typical interview questions and answers
- Mock interviews
- Writing cover letters and thank-you notes

Who should attend:

Any Manager/ Human Resource individual involved in the organisation who is required to employ staff.
Individuals who need to develop confidence in interviewing for positions.

Duration:

1 Day
For a minimum of 8 to a *maximum of 20* participants

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