skillstudio

Essential Interview Skills

A one-day highly interactive workshop designed to build the confidence and critical interview skills required by those who want to ensure success at their next job interview.



By taking part in a number of practical exercises throughout the day, participants will progressively build up their self confidence during the workshop. They will also learn how to prepare, structure and respond to interview questions with more confidence and control and thus maximise their chances of success. Key skills and techniques are developed in an informal, risk free environment. Personal feedback is an essential element of the training and each participant will receive plenty of individual coaching during the day.

About Skillstudio

Skillstudio is one of the UK's leading providers of interpersonal communication skills training and coaching services. We are passionate about drawing out the best in people. Since early 2001, Skillstudio's trainers have worked with thousands of people from over a thousand companies and organisations throughout the UK and Europe. **Our client base now includes more than 50% of the FTSE100 companies**. Other clients include International Blue Chip companies through to SME's; Central Government bodies through to local borough & county councils; schools; colleges; universities; hospitals; and charities. In addition, we have worked with numerous private individuals on a one to one basis and via our public courses. Skillstudio is an approved external CPD training supplier for the Law Society of England & Wales. **We are also the Training Partner of choice for monster.co.uk clients**.

Workshop Objectives

- Learn how to control interview nerves and fears
- Discover how to use your voice to convey a confident and engaging style
- Know how to use body language to build rapport with your interviewer
- Discover key preparation techniques to help you perform to your strengths
- Be able to deliver convincing answers to your interview questions

Workshop Outline

Interview practice
- Short individual interviews
- Self analysis of interview performance
- Review of strengths and areas for development

Dealing with nervous energy
- Techniques to aid relaxation and reduce stress
- Positive visualisations to build confidence

Increasing personal impact via the voice
- How to convey a clear and confident style
- How to control pace and deliver clear answers

Sell yourself successfully
- Personal S.W.O.T. analysis
- Key characteristics of the ideal candidate
- Answering the "tell me about yourself" question

Interview practice
- Delivery of "tell me about yourself" question
- Review of impact and how to increase this

Using body language to your advantage
- How to create a strong first impression
- Using eye contact to build rapport

Q&A bank
- How to respond to typical questions
- How to prepare for the difficult questions
- Creating your own Q&A bank
- Interviewing the interviewers

Interview practice
- Interview practice sessions
- Review of strengths & development needs

Final review & personal action plans

Call us today on +44 (0)8456 444 150 to book your workshop

skillstudio

your personal communication skills coach

Public Workshop Dates: 2009 - 2010

Our public workshops are currently held in Central London, Birmingham, Leeds & Glasgow.

Central London

Nov-09	Jan-10	Mar-10	May-10
10	22	29	25
Dec-09	**Feb-10**	**Apr-10**	**Jun-10**
7	24	26	21

Birmingham

Oct-09	Jan-10	Apr-10
22	18	23
Nov-09	**Mar-10**	**Jun-10**
24	2	14

Leeds

Oct-09	Jan-10	May-10
27	29	7
Nov-09	**Mar-10**	**Jun-10**
27	25	30

Glasgow

Feb-10	Apr-10
9	30
Mar-10	**Jun-10**
8	8

Workshop Fee - £297 + VAT (£348.98 inc VAT) includes:-

- ✓ One day highly interactive workshop
- ✓ Small group size - maximum of 9 delegates
- ✓ Personal training from an expert coach
- ✓ Workshop manual full of practical tips & advice
- ✓ Free ongoing adhoc support by email
- ✓ Refreshments and sandwich lunch on the day

Bookings

To make a booking for any of these public workshops please contact us via Email at public@skillstudio.co.uk or via telephone on +44 (0)8456 444 150 and we will be happy to check availability and forward you an application form.

In-Company Workshops

Our in-company workshops are held at your company location (anywhere in the UK).
Our fees for a one day workshop for up to 6 people are from £1290 (exc VAT).

Workshops can also be adapted in both duration and content to meet your specific requirements.

To discuss your requirements in more detail or to make a workshop booking, please contact us via Email at inhouse@skillstudio.co.uk or via telephone on +44 (0)8456 444 150.

Client Feedback on Skillstudio Training

"Thank you again for an excellent course last week. I have not enjoyed a course so much before..."
Project Manager

"I promised to let you know whether I got the job which depended on that presentation. Well...I got it! I had a call on the Thursday night to tell me the job was mine, with no contest, as I was head and shoulders above the others! ..."
Sales Executive

"I thought I would drop you a line and give you some good news. Yes, I got a job!! I went for an interview three weeks ago and I got the good news day before yesterday ... Once again many thanks for your assistance."
Marketing Manager

"I very much enjoyed the workshop. It was very hands on ... I saw people being transformed ... excellent workshop..."
Administrator

"*...am very pleased to have been offered a place at Morgan Stanley. I just wanted to email you to thank you for all your training again."*
IT Student

"Excellent, I cannot believe the improvement a 1 day course can make. Investing in yourself can only be a benefit and I benefitted greatly from todays event."
Team Leader

Client List

BT Group
Shell
BBC
CNN
GSK
LloydsPharmacy
Reed Elsevier
Lloyds Bank
Nationwide
Tesco
John Lewis
Sony Music
Lifesearch
McKesson
UK Passport Service
Royal Bank of Scotland
HBOS
Vodafone
Home Office
Cardiff County Council
Staffordshire County Council
Wandsworth Borough Council
UNIDO
HPA ... and many more

Skillstudio Training Services

Public Workshops in:-

Public Speaking & Presentation Skills, Communication Skills, Vocal Impact, Media Skills, Job Interview Skills, Body Language.

One-to-One Coaching and In-Company Training in:-

Presentation Skills	Public Speaking	Communication Skills	Questioning & Listening Skills	Interview Technique
Media Skills	Assertiveness	Chairperson Skills	Body Language Awareness	Facilitation Skills
Telephone Technique	Vocal Skills	Accent Softening	Elocution	

Skillstudio Limited. Registered in England and Wales. Company Number:- 4312721. Registered Office:- 72 Kevington Drive, Chislehurst, Kent, England. BR7 6RN.

See our website:- www.skillstudio.co.uk for more information