



## Interviewing Skills for All Situations – Incorporating *Think on Your Feet™*

### Overview

This fun, insightful two-day course gives you the skills and knowledge needed to be fully prepared for any interview situation.

### Designed For

Anyone who wants to improve their interview techniques.

### On this course you will learn how to:

- Understand what companies are looking for in an applicant
- Understand how to prepare for a face-to-face or phone interview
- Understand the interview process and format
- Handle nervousness
- Know about interview 'do's' and 'don'ts'
- Be able to confidently answer interview questions
- Know how to respond to different personalities on an interview panel
- Know how to address difficult questions
- Know how to leave a positive lasting impression
- Understand what to do after the interview

### Learning Outcomes

- Confidently be able to prepare for and apply techniques during an interview
- Be able to think on your feet and readily able to address tricky interview questions

**"Riches, mediocrity and poverty begin in the mind." Remez Sasson**

### Course Details

Cost: \$790

Length: 2 day, Face-to-Face

Includes:  
Workbook, morning tea, lunch and afternoon tea

### Dates and Venues

Contact AllsortsCT for next available course.

Phone: **07 55464950**

Email: [info@allsortsct.com.au](mailto:info@allsortsct.com.au)

### What CLIENTS Have to Say...

*"Even though this is a serious topic, I have never laughed so much on a course. I feel confident that I can use what I learned and get the promotion I am going for". DS Admin Services*

*"Very informative, well structured". WR Job Seeker*

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