

Interview Skills course to help secondary school students achieve great results!

About the course

Oral Skills for Interviews is designed for all those who wish to improve and demonstrate their full range of communication skills within an interview context. It is useful either in any educational or vocational/professional context or for personal development. It is also designed to encourage and develop speaking, listening and thinking skills.

Level 1

- Personal Introduction
- Providing background information
- Making presentations
- Research and read job advert/ course details, summarise key points
- Telephone and face-to-face interview -answer questions about job or course applied for
- Asking questions of interviewers
- Listening and responding to queries, participating in discussions

Level 2

- Defining job or placement applying for
- Reviewing *curriculum vitae* (CV) and explaining skills and experience to interviewers
- Answering questions after presentation
- Contributing actively to sessions of others and in discussions
- Confidence building techniques
- Arranging interviews over the telephone, requesting forms and other information
- Asking interviewer questions about job / placement/ course

Target group: Ideal for students who will be interviewed for job placements, paid employment or to secure a place at college or university.

Group size: up to 15 students (to allow time for practice and provide feedback)

Assessment: Schools can choose Level 1 or two or to combine Levels 1 and 2 (accredited* or not).

*Assessment done by English Speaking Board (ESB)-accredited assessors.



ESB is an Ofqual recognised awarding body

| Interview skills course | Time required | Cost per group (includes handouts) |
|-------------------------|---|------------------------------------|
| Level 1 or Level 2 | 6 hours (Three 2-hour OR two three-hour sessions) | £570 |
| Combined Levels 1 and 2 | 8 hours (four 2-hour modules OR two half-day sessions) | £720 |

For further details

email: schools@executive-solutions.co.uk or phone Veronica on 0845 054 2870

FEEDBACK FROM STUDENTS

Knowing how to apply for a job and how to write a cover letter and CV, I found most useful. Thank you so much for the opportunity. I loved every second.

Jordon

You have taught us many things that will be of use for our GCSE, but also for our adult life. Please continue in the way you are teaching, because not only do you speak to us but we also are interested. **Nkeibi**

I found the interviews most useful because I got a real taste of what an interview would be like. I feel that this workshop will benefit me hugely. **Reay**

I found most useful how to write a cover letter and CV, also how to make an interview successful. Thank you very much, I have learnt a lot of skills that will help me in future. **Siobhann**

I found the questions of the interviewer useful to help me prepare for future interviews. **Stefanna**

Most useful were how to fill in a CV and the meaning of CV, the skills we needed for a job interview, information about our education and how to complete a cover letter. **Blessing**

I really enjoyed the course and found it very educational. Thank you. **Sasha**

I liked the way the course was set out, especially with the practice interview at the end. Most useful were the preparation for an interview –the do's and don'ts and finding out how to complete a CV and cover letter. **Annais**

I thought the training session was a good thing to be taught and really helped my understanding of applying for a job. I found the interviews and the CV writing and cover letters experience useful. **Daniella**

I feel that the training session was what I needed because before I was confused on what I need to do for a cover letter. This is good experience for the future. **Bevon**

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