

**New Directions College**  
**Course Information 2023-24**

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<b>COURSE:</b>	Interview Skills
<b>LEVEL:</b>	L1
<b>MODE OF DELIVERY:</b>	Classroom
<b>DURATION:</b>	3 days
<b>ACCREDITED/NON-ACCREDITED:</b>	Accredited
<b>ENTRY REQUIREMENT:</b>	initial assessment
<b>PROGRESSION:</b>	Employment or CV writing workshop or further vocational training

**COURSE DESCRIPTION:**

This is a short intensive programme which will provide learners with the skills they need to prepare for, participate in, and review their performance in an interview. The focus is on interview skills, however, it is expected that the underpinning teaching and learning will help develop learners' understanding of:

- the importance of preparing for an interview
- the characteristics of effective performance at interview

TOPICS COVERED:	METHOD OF ASSESSMENT:	KEY DATES:
<ul style="list-style-type: none"> <li>• Interview skills</li> <li>• Developing personal confidence and self-awareness</li> <li>• Identify the key components of a successful interview</li> <li>• Develop a tailored interview preparation plan</li> <li>• Demonstrate effective communication and interpersonal skills in an interview setting</li> <li>• Effectively answer common interview questions</li> <li>• Provide a clear and concise summary of their skills and experience</li> <li>• Reflect on their performance in an interview and identify areas for improvement</li> <li>• Role Play Interview</li> </ul>	workbook	
SKILLS TO BE GAINED:	KNOWLEDGE TO BE GAINED:	PERSONAL DEVELOPMENT OPPORTUNITIES:
<p>Communication skills</p> <p>Ability to plan and interview</p> <p>Speaking clearly and confidently</p> <p>Answering questions effectively</p> <p>Communicating own value to an interviewer</p> <p>Active listening</p>	<p>Understand and identify own skills and what transferable skills are</p> <p>Understand and appreciate own value</p> <p>Understand what is effective Communication</p> <p>Understand what active listening entails</p>	<p>Confidence</p> <p>Understand own strengths</p> <p>Understand own skills</p>
REQUIRED LEARNING MATERIALS:	SUGGESTED READING:	ADDITIONAL INFORMATION: