



Local Government Training Group

COMPETENCY INTERVIEW SKILLS

A highly interactive workshop designed to build the confidence and critical competency interview skills and techniques required by participants to ensure success at interviews.

TRAINER: Una McSorley, Marcomm Ltd

COURSE CONTENT:

Top Tips for Effective Application Forms

- Presentation Skills

How to prepare and structure an unseen presentation

- Preparation process
- Structure your presentation
- Mind mapping approach
- Understanding body language

Delegate presentation (recorded)

- 5 minute presentation
- Individual constructive feedback
- Individual development plan

Managing the Interview Questions

- Preparing your response
- Developing a system
- Situation, behaviour, outcome

Delegate Q & As (Recorded)

- Question and answer session
- Individual constructive feedback
- Individual development plan

Review, Evaluation and Close