



Local Government Training Group

## **INTERVIEWEE TRAINING**

This half day training session is aimed at all employees who have expressed an interest in improving their job application and interview technique.

**TRAINER:** Margaret Pentland

### **Objectives:**

At the end of the training, participants will:

- Understand how to present themselves effectively on application forms
- Have a process for recognising their own skills, experience and knowledge
- Identify what they can do before an interview
- Know how to create a professional image on the day
- Understand what interviewers are looking for
- Know how to deal with typical questions and difficult situations
- Be aware of how applicants are assessed