



INTERVIEWING OTHERS (IOGC) © Voice Business

Great for anyone...who wants to successfully interview others.

Purpose:

This course is for Managers, Human Resource staff, Personnel recruiters and general Supervisors who need an understanding in best practice for interviewing others.

This is a group course but can also be offered on an individual basis.

On completion of this course you should be able to conduct well-prepared, effective and considerate interviews.

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What you will learn:

This is a workshop all about interviewing effectively.
In it you will learn...

- How to prepare yourself before the interview
- How to act during the interview
- How to conduct yourself after the interview
- Handy hints for handling anxiety
- The 5 concerns of employers-what you should know.
- Types of Interviews and what's expected of you
- Practice in asking questions
- Practice in handling questions
- **And much, MUCH more!**

Duration of each session:	Half Day (4 hrs) Full Day (8 hrs)
Participants:	Ideal number of participants: 6-12
Private Individual sessions:	\$180 + gst
Half Day:	\$2750 + gst (per group)
Full Day:	\$3800 + gst (per group)
Two day:	\$5700 + gst (per group)
Payment Accepted:	Cash Cheque Invoice AMEX VISA MC
Location-Onsite or Offsite Venue-To be announced	- Work materials included
Also by Telephone Coaching	

The Voice Business
www.voicebusiness.com
email: Bookings@voicebusiness.com

To make booking



Call (02) 9957-4208