



## 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:	\$3500 + gst (per group)
Two day:	\$5700 + gst (per group)
Payment Accepted:	Cash Cheque Invoice AMEX VISA MC BC
Location-Onsite or Offsite Venue-To be announced	
also by Telephone Coaching	Or Work materials included

**The Voice Business**  
[www.voicebusiness.com](http://www.voicebusiness.com)  
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To make booking



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