

Course Information Sheet

Prepare to be Interviewed



Course Summary: Master the art of interviewing! This 3-week course equips you with the skills and confidence to ace your next interview and land your dream job.

Course Description:

This empowering 3-week Prepare to be Interviewed course empowers you to excel in the interview process. Learn effective strategies for research, crafting compelling responses, and showcasing your skills and experience. Develop strong communication skills, practice answering common interview questions confidently, and master techniques to manage nerves and leave a lasting impression. Through interactive workshops, mock interviews, and personalised feedback, this course prepares you to confidently navigate any interview situation.

What will I learn?

The course is designed for a progressive learning experience over 3 weeks:

- **Week 1: Interview Preparation & Research** - Explore different interview formats, research strategies, and develop a personalised interview plan. Learn how to tailor your responses and showcase your knowledge of the company and role.
- **Week 2: Mastering Communication Skills** - Develop strong communication skills for active listening, clear and concise expression, and powerful body language. Practice answering common interview questions with confidence and using the STAR method (Situation, Task, Action, Result).
- **Week 3: Mock Interviews & Building Confidence** - Participate in simulated interview scenarios, receive personalised feedback, and refine your interview techniques. Learn strategies to manage nerves, build confidence, and ask insightful questions.

How will I be assessed?

- **Formative assessment:** Active participation in class discussions, research presentations, role-plays, mock interviews, and self-reflection exercises will provide opportunities for learning and applying techniques.
- **Summative assessment:** Course completion may involve a final mock interview presentation with a peer or tutor and an action plan on your learning journey and interview preparation strategies.

Who is this course for?

This course is designed for anyone seeking employment or looking to improve their interview skills. It's ideal for recent graduates, job seekers of all experience levels, or those wanting to refresh their interview techniques and build confidence.

Progression Opportunities:

This course is a springboard for further exploration of career development and professional skills. Consider enrolling in online courses on specific job search strategies, salary negotiation techniques, or industry-specific interview preparation. Explore resources from organisations like The National Careers Service or The Institute of Leadership & Management on career development tools and professional development opportunities.

Career or Job Enhancement Pathways:

- Human Resources Assistant (with further qualifications)
- Recruitment Consultant
- Careers Advisor
- Sales Representative (depending on interview focus)

How do I enrol?

The quickest way to enrol is online at www.oucoursesouthwest.co.uk, simply create an account and select 'Enrol now'. Alternatively, if you have any questions, please call our friendly customer service team on 01752 660713.

How will the course be delivered?

This is a practical course, and the sessions will include tutor-led demonstrations, learner-led group activities, instruction and repetition. These will form part of the delivery together with one-to-one support as required.

Will I need to practise outside the classroom?

You will be encouraged to review your notes between lessons to ensure maximum benefit from your course. It is always useful to practise your skills between sessions. Your tutor may encourage home learning, or independent research.

How will I know I'm making progress?

During the first session, your tutor will discuss your goals and current level in relation to the course. Based on this assessment, you will agree individual targets which you will record in your individual learning plan (ILP). You and your tutor will review your targets regularly to ensure that you are making progress; these will be written in your individual learning plan.

What will I need?

Please bring a notepad, and pen to each session. You may wish to bring a file for any handouts. A laptop with internet access is required for completion of coursework and home learning outside of the classroom.

Please note:

Most courses attract a subsidy from the Education and Skills Funding Agency (ESFA). It is a requirement of the ESFA that you complete various forms at different stages of your course, further information is available on request. Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. In some cases, an alternative class at a different location may be offered.

Terms and conditions are available at

<https://www.onsouthwest.co.uk/learner-information/essential-information-for-every-learner>

Room numbers are subject to change - please check when you arrive at the venue.

