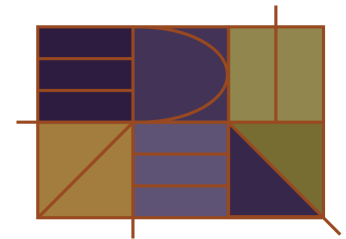




Mastering the Art of Business through Workforce Training



EDIZEN

Workshop **Successful Interviewing**

Summary The employment interview is essential to the hiring process. In this workshop, participants explore all aspects of the interview process from the preparation to the do's and don'ts when responding to questions. Participants will learn different interviewing methods and common mistakes made during interviews. This interactive workshop consists of lecture, discussions, self-assessments, group exercises, and case studies. Participants are provided with solid information and practical tips to sharpen their interviewing skills. In the final module, program participants will have the opportunity practice interviewing skills through mock interviews and role plays.

Format Half day workshop

Target Audience Individuals in career transition, internal candidates for promotion, employees affected by downsizing

- Topics Covered and Learning Objectives**
- Identifying individual interests and skill set
 - Reviewing and analyzing work values
 - Understanding the new world of work and careers
 - Obtaining the necessary tools for job searching
 - Learning how to improve the odds with pre-interview preparation
 - Identifying the different types of interview formats
 - Understanding interview "killer" behaviors
 - Sharpening interviewing techniques
 - Learning how to highlight your strengths during the interview
 - Creating follow up strategies

Edizen's experienced facilitators consistently receive the highest evaluations for delivering workshops that are interactive and meaningful.

Contact Edizen today

to learn more about how we can help you and your organization meet your goals.

Toll free **866.334.9362**

DC Office **202.689.5667**

Email **contactus@edizenco.com**

Online **www.edizenco.com**