

PERSONAL PRESENTATION AND INTERVIEWING SKILLS

Rationale

Personal presentation and interviewing skills play an important role in securing jobs. Interviewers will form an impression of you based on the way you dress, speak and interact with them in the crucial first four minutes. You never get a second chance to create a positive first impression.

Objectives

At the end of the workshop, participants should be able to:

1. State at least ten guidelines for writing a 'knock-out' résumé.
2. State at least ten guidelines for writing an impressive cover letter.
3. State at least ten guidelines for preparing and 'nailing' job interviews.
4. Handle tough interview questions.
5. State at least five relevant questions that they can ask the interviewer.
6. State at least ten most common mistakes committed by interviewees.
7. State at least ten tips for making a positive first impression.
8. State at least ten general business dressing and grooming guidelines.
9. State at least ten guidelines each for men's and women's business dressing and grooming.

Content

1. Writing impressive résumés and cover letters
2. 'Nailing' your job interviews
3. Creating a positive first impression
4. Dressing and grooming for success

Methodology

Interactive lectures, group discussions, mock interviews, video presentation, role plays and demonstrations

Duration

2 days

Target Group

Undergraduates/unemployed graduates

Facilitator

Dr. Ranjit Singh Malhi