

Coaching Brilliant CV'S & Interviews

▶ Who will benefit

This programme is designed for employment agency support staff, organisations requiring outplacement programmes or individuals seeking employment wishing to update and enhance their CV and interview skills.

▶ Rationale

The application and interview process provides many challenges for staff supporting individual job seekers, organisations managing redundancy and the applicants themselves. Traditional CV formats and application forms are increasingly replaced with a more competency based approach. New skills and knowledge to competency and behavioural based interviews will be a welcome addition to the support staff or applicants "tool kit".

▶ Learning Outcome

Participants will achieve a good understanding of competency based CV's and application forms and the preparation required for interviews. They will also acquire the skills for maximising rapport building, enhancing verbal and non verbal communication and have learnt techniques to manage nerves and create confidence.

▶ Methodology

The programme will be delivered over a two day workshop and will include a combination of presentation, demonstration, work books, experiential learning and group exercises. Live simulated interviews will elevate learning from models and theory into real skills practice.

▶ About the Trainer

Niamh Shiells is professional Career and Interview Coach and has successfully worked across a wide range of sectors helping applicants to target career goals and enhance CV's, interview and presentation skills. She brings a high level of relevant insight and practical experience to this programme.

▶ What participants say

"The few hours I spent with Niamh Shiells changed completely how I felt about delivering presentations and performing at interview. I had been extremely concerned and full of anxiety, following recently negative interview experiences. My attitude towards future interviews and presentations is completely different and very positive." Eileen Curry, Head of Marketing Communications

