

INTERVIEWING OTHERS (INO)



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:

- How to be sure you are interviewing effectively.
- 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!

Course	Code	Duration	Location	Cost-inc gst	Type
Interviewing Others	INO	4 x 1 hr sessions	Sydney	\$1375	Individual
Interviewing Others	INO-H	1 x 4 hr workshop	Australiawide	\$4235	Per Group

Sydney	Melbourne	Brisbane	Canberra	Adelaide	Perth
Level 3, 66 Berry Street, North Sydney, NSW 2060	City Venue	City Venue	City Venue	City Venue	City Venue

Class Time:
Classes are available weekdays between
6.00am-6.00pm
Workshops are from 9.00am-4.30pm

Questions?
Email: courses@thevoicebusiness.com.au or
Phone: 1300 922 122
Website: www.TheVoiceBusiness.com.au

Contact Head Office: The Voice Business,
Level 11,56 Berry St, North Sydney,
NSW 2060,AU

CDs.Mp3 and Work notes included
Post Course Evaluation

A Certificate of Completion will be awarded to
each successful candidate.