

Interview Skills

Accelerate Training and Consulting Pty Ltd

Do you regularly interview clients or staff? Would you like to greatly improve your interview skills? How much easier would your job be if you could develop highly effective interview skills for dealing with clients?

Attend **Interview Skills Workshop**, and learn how interview techniques can work effectively for you in your organisation to improve staff selection processes, increase client numbers, improve record keeping and ensure repeat business. In this course, you will take a journey with trainers who have experienced communication issues in diverse government organisations and understand your needs.

This workshop will provide you with a better understanding of interview skills and provide practical simulations of interview situations.

This one day Seminar is being held monthly in a convenient CBD location.

Call or email to confirm interest and nominate an appropriate date

Topics

- *Understanding Communication*
 - ⇒ *Communication Principles*
 - ⇒ *Self Awareness*
 - ⇒ *Body language*
 - ⇒ *Why does it go Wrong?*
- *Interview Skills*
 - ⇒ *Setting the Scene*
 - ⇒ *Types of Questions*
 - ⇒ *Interview techniques*
 - ⇒ *Getting the 'relevant' answer*
 - ⇒ *Developing rapport*
 - ⇒ *Culture Diversity*
- *Practical Role Plays*
 - ⇒ *Observation and Participation*

(Suitable for staff at all levels who are involved in interview potential clients).

Level 2
"The Mansions"
40 George Street
Brisbane Qld 4001

Cost: \$385 per person (GST incl.)
(Significant discounts available for multiple clients from one organisation)

Contact Accelerate and register your interest:

Phone: 07 3012-8038

E-mail: enquiries@xlr8.net.au

Website: www.xlr8.net.au



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