# IMSIMBI

## TRAINING

# UNLEASHING YOUR POTENTIAL










Imsimbi Training proudly presents:

## Interviewing and CV writing course – 2 Days

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 Contributor BBBEE company and 51% black owned.

SERVICES SETA

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# INTRODUCTION

This is a very useful course for all young people wishing to enter the job market and thereby prepare themselves for an effective interview. The course also ensures candidates are able to write a professional cv. A cv that gets noticed when compared with all the other candidates.

Many young people who are entering the job market do not have the skills to present themselves professionally, confidently and articulately in job interviews. Presenting yourself professionally in a job interview will make all the difference in ensuring that you are the successful candidate who is chosen above the competition.

Many learners who have completed there learnerships but have not been taken on permanently by the organisation would also benefit from this course.

# COURSE OBJECTIVES

**Module 1: Emotional Intelligence**

- Core principles of emotional intelligence
- Exploration and discussion with the groups

**Module 2: Resilience**

- Strategies to maintain resilience

**Module 3: Effective communication**

- What is effective communication
- How to maintain effective communication

**Module 4: Effective listening**

- What is effective communication
- How to maintain effective communication

**Module 5: Effective preparation**



**Section 1:**

**The 5 Steps to Effective Preparation**

Step 1: Preparing a good cv
Step 2: Research the company
Step 3: Develop answers to expected interview questions
Step 4: Practice your answers
Step 5: Prepare a list of questions to ask the interviewer

**Section 2:**

**7 Steps to Success at the Interview**

Step 1: Make a good first impression
Step 2: Bring relevant information
Step 3: Be honest
Step 4: Be personable and polite to everyone
Step 5: Be aware of both your verbal and nonverbal communication
Step 6: Listen attentively
Step 7: Effective and clear communication during the interview
Step 8: Articulating your words clearly and confidently
Step 9: Marketing your personal brand

**Section 3:**

**How to Answer the 7 Most Common Questions Asked**

1. Tell us a little about yourself
2. Why do you wish to work for this organisation
3. What are your strengths
4. What are your weaknesses
5. What do you expect from this organisation
6. How do you deal with conflict, communication, difficult customers
7. Do you have any questions

**Section 4:**

**Understanding eight types of questions you may face during the course of an interview:**



Credential verification questions
Experience verification questions
Opinion questions
Dumb questions
Math questions
Case questions
Behavioural questions
Competency questions

**Section 5**

**Skill Application**

Learners will role play how to conduct themselves in an interview, using the various skills learned.

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**Module 6 : Research skills**

- Strategy, mission, vision, values
- Stakeholders
- Annual financial statements and other financial reports

**Module 7: Application of research into the interview**

- How to integrate research into the interview

**Module 8:**

**Preparing a modern professional cv**

- Identifying the latest professional templates
- Laying out all the required information needed for your cv
- Identifying good references

