

COURSE CONTENT – INTERVIEW PREPARATION

Introduction to Interview Preparation

- Understanding the importance of interview preparation
- 4 Step process : prepare, apply, network and perform.
- Types of interviews.

Resume Building

- Basics of resume formatting and design
- Tailoring your resume for different job applications
- Highlighting achievements and quantifiable results
- Reviewing sample resumes
- Do's and don'ts while preparing resume

Networking

- Introduction to networking and its importance in career development
- Building a linkedin profile.
- Other networking opportunities.
- Research about the company and utilising online resources and informational interviews

Body Language and Nonverbal Communication

- First impression
- Importance of body language in interviews
- Tips for projecting confidence and professionalism through body language
- Practising positive nonverbal cues (e.g., eye contact, posture, hand gestures)
- Video analysis and feedback sessions



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Handling Common Interview Questions

- Reviewing frequently asked interview questions (e.g., strengths and weaknesses, career goals)
- Developing authentic and memorable responses
- STAR method to answer important questions.
- Peer-led mock interviews

Group Discussion Skills

- Understanding the purpose and format of group discussions
- Strategies for active listening and effective participation
- Techniques for presenting arguments persuasively
- Group discussion simulations

Handling Stress and Nervousness

- Understanding common causes of interview anxiety
- Techniques for managing stress and staying calm under pressure

Negotiation Skills

- Understanding the negotiation process in job interviews
- Researching salary benchmarks and benefits packages
- Strategies for advocating for your worth and negotiating effectively
- Role-playing negotiation scenarios



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Mock interviews

- Full-length mock interviews with feedback from instructors and peers
- Simulating different interview formats and scenarios
- Identifying areas for improvement and refining interview strategies

Follow-Up and Thank You Notes

- Importance of post-interview etiquette
- Crafting personalised thank-you notes to interviewers
- Following up on action items and next steps
- Maintaining professionalism and enthusiasm post-interview

Final Review and Q&A

- Recap of key interview preparation strategies and techniques
- Addressing any remaining questions or concerns
- Setting personal goals for ongoing interview readiness

CONTACT US-

Phone no.- 8860810135 ,8700058666

Email-trippleonesolutions@gmail.com

Website- www.trippleonesolutions.com



Tripple One Solutions