

Interviewing Skills

Checking them out while they check you out - What you lookin' at?



Program Overview

This workshop offers guidance on how to put your best face forward during an interview. Knowing what to wear as well as what to say and how to say it can elevate your standing and place you ahead of the competition. This workshop also provides tips on how best to prepare for an interview and what to expect when you walk through the door. During the program, individuals will participate in mock interviews so that the instructor can provide suggestions for improvement.

Modules

1. Communication Skills
2. Knowing your Resume
3. Highlighting your Skills and Assets
4. Dress Code
5. Preparing for an Interview
6. Common Interview Questions
7. Practice Interview Session

Target Audience All - Please note that this program can be tailored to meet the specific needs of the audience or organization.

Length of Presentation 1 day workshop

Goals and Expectations

To provide participants with effective interview skills and show that, by being well-prepared, individuals can gain a significant edge on their competition. Participants will learn effective communication skills that will benefit them both in interviews and in everyday life.

Thumbnail Speaker Biography

- CEO of non-profit and for-profit organizations
- 2007-2008 Kutztown University Frederick Douglass Scholar
- Author of the recently published book, *The Navigator of Life*

Handouts, Activities and Q&A Session

Provided by Speaker

DR. NATHANIEL J. WILLIAMS

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