

Training and  
Development

## INTERVIEW TECHNIQUES

### Who is this workshop for?

This course is for anyone who is looking for work or wants to enhance their confidence in interviews and improve their interview skills.

**Time:**  
10.00am  
to  
1:00pm

**Date:**  
Monday  
18th June  
2018

### Aims Of the course

- To identify the best ways to prepare for a job interview
- To be familiar with appropriate responses to typical questions
- To understand the importance of non-verbal communication
- To learn tips on connecting with your interviewer
- To explore ways to positively promote yourself
- To boost self-confidence in interview situations through role play and practice

### Trainer

Jo Barritt

With 10 years experience of working in training and recruitment for corporate organisations and a background in psychology, Jo is also a trainee counsellor at The Family and Counselling Centre working with adult individuals.

**Location :**  
The Counselling and  
Family Centre  
40 Mayors Road  
Altrincham  
WA15 9RP

Tea and coffee provided. Light refreshments are also available from our café.

**Cost:**  
£35

*Non-invoice bookings: 25% of the total cost is payable on booking to secure a place. The remaining 75% is payable 14 days before the start of the course. Deposit non-refundable.*

*Cheque: please make payable to The Counselling & Family Centre. Card: please telephone 0161 941 7754 to make a card payment or for bank details to make a BACS payment. Invoice Only: please give details of whom & where to send to. Full payment required to secure booking. 75% refundable in cases of cancellation if cancelled more than 14 days before course date.*

*For further information or to book the course please call: 0161 941 7754 or email [sarah.barker@thecfc.org.uk](mailto:sarah.barker@thecfc.org.uk)*