



Mattermind Training & Consulting



Image Consulting
Business Institute™

13 YEARS OF TRANSFORMING LIVES



Dale Carnegie



Interview Skills

Ace Your Interviews, Land Your Dream Job, and Stand Out from the Competition

Interviews can be daunting, but with the right skills and preparation, you can confidently navigate any interview scenario and secure the job you desire. Our Interview Skills Training program is designed to equip you with the essential tools and strategies to excel in interviews, impress hiring managers, and showcase your unique value.

Coursework:

- Understanding your own SWOT
- Resume making
- Practicing interview impressions
- Acing group discussions
- Do's and Don'ts of interviews
- Interview Etiquettes

Activities that will be conducted:

1. **Mock Interviews:** Conduct simulated interview sessions where participants take turns being the interviewer and interviewee. Provide a list of common interview questions and allow participants to practice their responses while receiving feedback from both trainers and peers. This activity helps participants gain confidence, refine their answers, and improve their overall interview performance.
2. **Behavioral Questions Role-Play:** Assign participants different behavioral questions and ask them to prepare and perform mock interviews using the STAR (Situation, Task, Action, Result) method. Encourage participants to focus on providing specific examples and demonstrating their skills and competencies effectively.
3. **Speed Interviewing:** Set up a series of short, timed interview rounds where participants rotate partners and have limited time to ask and answer questions. This activity helps participants practice concise and impactful responses while managing time effectively.
4. **Problem-Solving Scenarios:** Present participants with hypothetical scenarios that require problem-solving skills. Ask them to analyze the situation, brainstorm solutions, and present their strategies during mock interviews. This activity helps participants demonstrate their critical thinking abilities and showcase their problem-solving skills to potential employers.
5. **Non-Verbal Communication Exercises:** Conduct exercises focused on non-verbal communication, such as body language and eye contact. Provide participants with scenarios and ask them to role-play while paying attention to their non-verbal cues. Afterwards, discuss the impact of non-verbal communication on interview impressions and provide feedback on how to improve.
6. **Feedback and Self-Assessment:** Provide participants with interview feedback forms or assessment criteria. Ask them to evaluate their own interview performance and identify areas for improvement. This activity promotes self-awareness, reflection, and accountability for personal growth.

Key Benefits:

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1. Interview Preparation: Learn effective techniques for researching the company, understanding the role, and anticipating interview questions. Develop strategies to highlight your skills, experiences, and accomplishments that align with the job requirements.
2. Confidence Building: Build self-confidence and overcome nervousness through mock interviews and personalized feedback. Learn how to present yourself professionally, maintain strong body language, and effectively manage interview stress.
3. Storytelling and STAR Method: Master the art of storytelling by crafting compelling narratives that highlight your achievements and problem-solving abilities. Learn how to structure your responses using the STAR (Situation, Task, Action, Result) method to provide clear and concise answers.
4. Answering Behavioral Questions: Gain proficiency in responding to behavioral questions that assess your past experiences and behaviors. Learn to provide concrete examples, demonstrate your skills, and showcase your ability to handle various work situations.
5. Body Language and Non-verbal Communication: Understand the importance of non-verbal communication during interviews. Learn techniques to project confidence through body language, eye contact, and gestures that reinforce your verbal responses.
6. Handling Difficult Questions: Prepare for challenging or unexpected questions commonly asked during interviews. Develop strategies to handle questions about gaps in employment, weaknesses, or conflicts in a professional and positive manner.
7. Post-Interview Etiquette: Learn the importance of post-interview etiquette, including sending thank-you notes, following up appropriately, and maintaining professional communication with potential employers.

Our Interview Skills Training program combines practical workshops, mock interviews, and personalized coaching to enhance your interview performance. Our experienced trainers provide guidance, constructive feedback, and valuable insights to help you succeed in your interviews.

Invest in your career advancement by sharpening your interview skills. Contact us today to learn more about our Interview Skills Training program and gain the confidence and expertise to ace your interviews and land your dream job.

Get trained by ICBI (Image Consulting and Business Institute) & Dale Carnegie Certified Soft Skills Coaches

Communication coach, Softskills trainer, Image Consultant, Business & Etiquette coach Divya offers trainings and coaching that reduce miscommunication – the most common cause of tension in the workplace. With nearly 8 years' experience working in this field, Divya is an MBA and a certified Dale Carnegie & ICBI approved Nabet & SQL trainer.

She uses her skills to improve professional environments and guide teams to communicate in a way that increases satisfaction and happiness at work and in personal relationships.

