

## Optimize your job interviews

### GENERAL OBJECTIVE OF THE TRAINING

Identify and upgrade your skills.

Prepare a clear, concise and articulated self-introduction.

Go through various job interviewer simulations.

### CURRICULUM

#### Identify and promote your skills

- Differentiate between your skills and your qualities.
- Relate your experience to the position.
- Figure out the areas to be improved and the skills to be developed.

#### Get to know your target : the company and the position

- Find out the right information thanks to accurate research tools.
- Relate the position to your personal and career background.
- Ask relevant questions to fully understand the position.

#### Improve your oral skills

- Articulate your introduction.
- Give the right amount of information.
- Perfect your voice rhythm and intonation.

#### Get the right attitude

- Create a good relationship with your recruiter.
- Be aware of the importance of non-verbal communication.
- Adapt your speech to the recruiter.

### PUBLIC CONCERNED

Any public.

### PREREQUISITE

Any job-seeker or anyone who is going through a professional retraining.

No degree, qualification or certificate is required.

### TERMS AND CONDITIONS

Inter-company training.

Organisation : minimum of 4 and maximum of 8 applicants.

Delivery method : online.

Language : French.

Term : 7 hours (over 1 day).

Dates : please contact us.

Fee (any public) : 800 € (excl VAT) per applicant.

Accessibility : online training, accessible to the disabled.

Set time limit after registration : 1 month.

Teaching resources : both theory and practice through social networks.

Assessment : continuous assessment with tests and quizzes.