



# **Seatag Offshore Limited**

## **Course Outline**

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### **C-2706 – CCBT – Human Resources**

## **PERFORMANCE AT AN INTERVIEW**

### **COURSE AIM**

Demonstrates from a participant's perspective the range of steps that an interviewee can take to improve their performance and maximize their chances of getting the job that they want.

### **LEARNING OUTCOME**

1. Identify the four stages of the performance at interview cycle (Prepare, Organize, Action and Review)
2. Understand all the preparation steps that should be completed prior to the interview
3. Learn how to respond in a confident, clear and open way to a variety of question styles and tactics
4. Discover how to review and monitor your interview performance to keep improving your ability to perform at your best

### **COURSE CONTENT**

1. Researching the organization
2. Reviewing the core elements of the job
3. Being realistic about your skills and experience
4. Highlighting relevant capabilities
5. Deciding on how to make the best impression
6. Planning the event before during and after
7. Being confident, clear and concise
8. Avoiding being something you're not
9. Using questioning opportunities to leave a good impression
10. Offering open thanks and asking for next steps
11. Critically reviewing your performance afterwards

### **TARGET AUDIENCE**

Anyone who would like to improve their ability to perform well at interview and therefore increase the likelihood of success in gaining the position they desire.

### **COURSE DURATION**

The course is designed as a full day workshop, inclusive of training, practical exercises and competency assessments.



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Limited***  
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