



HCT

Progressive, Innovative & Interactive Training



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Programme Details

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| Programme Title | CV Preparation and Interview Skills |
| Duration | 3 Days |
| Accreditation | Certificate of Attendance |
| Number of Learners on programme | 16 |
| Specific Entry/Access and Exemptions Requirements: | No Entry Requirements required for this programme |
| Who should attend this course: | Those looking to prepare for an interview and improve there job seeking skills |

CV Preparation and Interview Skills

Programme Aim: This programme has been designed to help enable participants to develop the knowledge and skills necessary to develop a customised CV, learn various job seeking skills, prepare for interviews and increase confidence when attending interviews

Participants of this programme will:

- Be able to plan and prepare for an interview
- Understand and be capable of answering interview questions
- Become confident when preparing for an interview
- Be capable of complete job seeking skills
- Research of the role you are attending
- Understand body language and marking a good First Impression
- Present yourself in a success light
- Improve your listening skills
- How to close your interview

Programme Content

- Develop a Customised CV
- Job Seeking Skills
- Interview Preparation and attendance skills
- Managing difficult questions
- Selling yourself and asking the right questions

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| Delivery Method | Buzz Groups, Experiential Learning, Self Directed Learning, Leaner Centred |
| Certification Required | Learners will be required to demonstrate there understanding of the content of the programme through a range of tasks including role play, exams and practical assessments |
| Certification | On Completion participants will receive a Certificate of Attendance |
| Progression Route | FETAC Level 3 in Career Preparation |
| Specific Support Available | A range of accommodations and supports are possible according to specific needs. This programme comes with a very comprehensive manual as an excellent source of reference after the programme. HCT are committed to providing support to learners where/when it is required. In all cases, participants will have to complete a reasonable accommodation request, for more information. |
| Trainers | Our trainers that deliver this programme consists of industry professionals with a passion for training, this experience provides them with up to date industry practices, which can be energetically delivered to learners. |
| Required fluency in generic skills | Generally learners engaging in learning activities are ready to take on a new task in a personal capacity or role. Learners can follow direction and are moving towards independent learning, Learners will have the ability to read basic short text in a non-supported environment and will be able to make sense of quantitative information within a familiar setting or unfamiliar task in a familiar setting. |

CV Preparation and Interview Skills Certification of Attendance