



*Natural Selection*TM: How to Secure & Score In an Interview

Course Objective

This 2-day intensive programme will help participants to enhance their chances of being successful in getting the jobs they desire, by preparing a simple yet effective résumé and scoring in an interview. This course can be customized for scholarship applicants etc.

Course Methodology

Sharing by the trainer takes up less than 50% of total class time. The remaining class time will be utilized for writing and simulation exercises and coaching.

Course Syllabus

<i>Module 1</i> Action Plan to Getting Your Dream Job	The importance of having a dream job, identifying the dream job realistically, education vs experience, upgrading skills, seeking suitable vacancies
<i>Module 2</i> Basic Résumé Writing Techniques	Understanding what the selection committee is looking for & writing a résumé that meets their expectations, showcasing one's achievements as relevant points & highlighting strengths, using a simple and effective résumé template, avoiding grammatical and vocabulary mistakes when writing a résumé
<i>Module 3</i> Résumé Writing Practice I	Individual practice, completing a ready-to-use résumé
<i>Module 4</i> Résumé Writing Practice II	Continued
<i>Module 5</i> Before the Interview	Understanding what the interviewers are looking for in a candidate, essential documents to bring along, researching the company background and job requirements, attire & grooming, preparing for frequently asked questions
<i>Module 6</i> During the Interview	Using positive body language to engage the interviewers, tips for an impressive entrance and exit, avoiding grammatical and vocabulary mistakes when answering questions
<i>Module 7</i> Interview Practice I	Interview simulation, practice listening to and answering questions
<i>Module 8</i> Interview Practice II	Continued