

Interview Techniques

A3



Media 33
Making Communication Happen



Interview Techniques

Performing well at interview, particularly for that all important job, remains one of the more traditional skills in a multimedia world. For despite all the hi tech gadgetry and communication aids a future employer is primarily look at you - the person - and trying to work out the essentially human dimension to your life and skills. So how do you do it? What basic steps can you take to ensure that you perform not only to the best of your ability but that you enjoy the experience of being interviewed and therefore perform with confidence?

This half day course (11-3) also looks at other interview situations - for new business and on the media - as case study comparisons.

A One Day Conference

February Hull	March Hull Central Hotel, Hull
February Leeds	March Leeds Hotel near Leeds Railway Station
February Manchester	March Manchester Piccadilly located Hotel, Manchester
March London	March London Waterloo, London

Course Tutor

Rob Marshall is Director of Marketing at St Mary's University College, London. He is a former BBC football reporter and a regular contributor to BBC Radio 4's Thought For The Day slot. As the former media advisor to the Archbishop of York at Bishopthorpe Palace he has wide experience of dealing with the national, regional and local media. He is a naturalist enthusiast and always encourages a positive and proactive approach to media management.

To Take Away

Your legal rights, What to wear, Best Practise, Overcoming nerves, Body Language and signals, Asking questions, Honesty & Integrity, Checklist.

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Brief Timetable Summary

- 10.30 Registration & Coffee
- 11.00 The art of the interview
- 11.20 Group Experiences
- 11.40 The Top 25 count down to effective interview performance
- 12.45 Lunch
- 13.45 Role Play
- 14.30 Questions and Clarification
- 14.45 Tea

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Who should come

- Those looking for their first job.
- Junior HR postholders.
- Those with new responsibilities for interviewing candidates.

Booking

Day delegate fee includes morning coffee, lunch, afternoon tea and course notes

£225 PLUS VAT

Easy Ways To Register:

Tel: 0845 610 6420
Post: 5 Brampton Court, Brough,
East Yorkshire, HU15 1DZ

Email: info@media33.co.uk

Please complete the booking form below and send with your remittance.

(Please photocopy this form to register further delegates)

Title: (Dr/Mr/Mrs/Miss/Ms)	First Name:	Surname:
Job Title:		Department:
Organisation:		
Address:		
Town:		County:
Postcode:		Country:
Tel:		Fax:
Email:		
Booking: Contact:		Tel:

REGISTRATION CANNOT BE PROCESSED WITHOUT A SIGNATURE

I have read the cancellation policy and agree with the terms and conditions. Signature:

Booking Conditions

A confirmation email will be sent to you on receipt of your booking. Payment must be received before conference date.

Special Arrangements

If you have any special requirements such as wheelchair access, please let us

Please tick one of the following boxes:

I have enclosed my cheque

Could you please invoice me at the following address:

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.....
.....

Cancellations / Substitutions

Please allow 14 days notice for cancellation or for a substitution.

Please Note

The conference fee covers entrance to all sessions, conference documentation and available papers, coffee/refreshment breaks and lunch.