



### Purpose:

This course is for Managers, Human Resource staff, Personnel recruiters and general Supervisors who need an understanding in best practice for interviewing others.

This is a group course but can also be offered on an individual basis.

On completion of this course you should be able to conduct well-prepared, effective and considerate interviews.

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### What you will learn:

- This is a workshop all about interviewing effectively. In it you will learn...
- How to prepare yourself before the interview
- How to act during the interview
- How to conduct yourself after the interview
- Handy hints for handling anxiety
- The 5 concerns of employers-what you should know.
- Types of Interviews and what's expected of you
- Practice in asking questions
- Practice in handling questions
- And much, MUCH more!

## Scheduled Interviewing Others (INO)

Course	Code	Duration	Location	Cost (gst inc)	Type
Interviewing Others	INO	4 x 1 hr sessions	Sydney	\$1375	Individual
Interviewing Others	INO-H	1 x 4 hr session	Sydney	\$4235	Group

### Class Time

Classes are available weekdays between  
**6.00am-6.00pm**

Workshops are from **9.00am-4.30pm**

### Questions?

**Email:**

[courses@thevoicebusiness.com.au](mailto:courses@thevoicebusiness.com.au)

**Phone:** 1300 922 122

### Head Office

The Voice Business,  
Level 3, 66 Berry St, North Sydney,  
NSW 2060,  
Australia

### Course Materials

CDs.Mp3 and Work notes included  
Post Course Evaluation.  
A Certificate of Completion will be awarded to  
each successful candidate.

[Click here to book your classes](#)