



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Preparing for Your Interview (First Edition)

Course Number: AX084–133

Days: Self–study

Prerequisites: None

Description: Learn insider information on how to develop successful interviewing techniques. This concise, practical guide prepares and primes interviewees for the job–hunting process. It provides tips on do's and don'ts of interviews, including how to avoid common interview– related mistakes.

Topic-Level Outline

Part 1: Fundamental Principles of Interviews

Types of Interviews

Research

Setting Up the Interview

The Interview

Who Are Recruiters?

Interviewing Techniques

Body Language and Dress

Negotiating Salary

Negotiating Benefits

References

Legalities

Contacts/Nepotism

Interviewing the Interviewer

Personality and Chemistry

Reaching a Decision

For Students and Recent College Graduates
Only

Post–Interview

Do's (and Don'ts) for Interviewing

Appendix

Conclusion

Glossary

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Excel Advanced 2013 [Ebook](#), workbooks, and solutions.
Excel comprehensive online courses, email for more details.



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