

Handling Interview: Secrets to Get Hired

- Do you know the most effective ways to handle an interview and leave a lasting impression?
- Are you confident you can position yourself to attract employers and stand out from other candidates?
- Would you like to master modern techniques that help you succeed in today's highly competitive job market?

Introduction

Job interviews are no longer what they used to be. Many candidates fail not because they lack skills, but because they continue to use outdated strategies that no longer work. With recruiting technology becoming more advanced and employers adopting new methods, success today requires preparation, adaptability, and the ability to showcase your strengths effectively. This program is designed to equip jobseekers with the tools and strategies to excel in tough competency-based and behavioural interviews. Participants will learn how to communicate their knowledge, skills, and abilities in ways that match employers' expectations, while building the confidence to handle challenging questions. By mastering these techniques, you will be fully prepared to walk into your next interview with clarity, poise, and the ability to convince employers that you are the right choice.

Program Objectives

This training aims to:

- Provide sufficient to perform a strategic interview
- Enable participants to equip with strategic skills to perform a strategic interview.

Learning Outcomes

After completing this training, participants should be able to:

- Identify what the hiring organisation is looking for in using behavioural interviewing techniques.
- List the steps in the S.T.A.R. response strategy and apply the steps, using a correct language, to respond to behavioural interview questions.
- Use your responses to behavioural and competency-based questions to communicate your values.
- Identify what the hiring organisation is looking for in asking situational and wild-card interview questions.
- Develop an optimal strategy for responding to the weaknesses question, based on recognising why a hiring organisation asks these questions.
- Demonstrate your strengths and maturity through your responses to the weaknesses question.

Who should attend?

First-line management, middle management, senior management and anyone who will be attending an interview

Methodology

Case studies, forum discussion, role-play, presentations, gamification

Program Outline

Time	Day One
9.00am– 10.30am	Fundamental of Behavioural Interview In this module, you will learn how to respond to behavioural interview questions, also known as competency-based interview questions. You will learn to: differentiate competencies from skills, break down the thinking behind a hiring organization's use of this approach, contrast behavioural interview questions with traditional questions.
10.30am-11.00am	Break and Networking
11.00am-1.00pm	Behavioural Interview: The Principles and Application Participants would learn how to identify the characteristics of a successful behavioural interview response, apply the S.T.A.R. response strategy to behavioural interview questions, recognise how behavioural interview responses show job competencies, respond to the three most common behavioural interview questions, and communicate benefits to the hiring organisation through your responses.
1.00pm-2.00pm	Lunch Break and Networking
2.00pm-3.30pm	Answering "What If..." Questions In this module, you will learn how to respond to situational interview questions, also known as "What If" interview questions. These also include the so-called "wild-card" interview questions. You will learn to: recognise what the hiring organisation is looking for in asking these questions, communicate your character values through your responses, apply the P.R.E.P. response strategy to answering interview questions, apply the Pros. vs Cons. A response strategy to answering interview questions, and apply the 5 W's response strategy to answering interview

	questions.
3.30pm-4.00pm	Break and Networking
4.00pm-5.00pm	<p>Answering "What is Your Biggest Weakness?"</p> <p>In this module, you will learn how to respond to questions that probe for weaknesses. You will learn to: recognise what the hiring organisation is looking for in asking these questions, avoid common pitfalls in answering this question, demonstrate mature self-assessment skills through this question, demonstrate the ability to take responsibility for your own growth, demonstrate your ability to perform under pressure, use hedging language to soften negative information, use boosting language to emphasize positive information, and a strategy for positioning yourself for executive assignments.</p>
Time	Day Two
9.00am– 10.30am	<p>Handling the End of the Interview</p> <p>In this module, you will learn how to ask your questions and how to negotiate a job offer. You will learn to: ask questions that communicate your strengths and competencies, ask questions that help you determine whether the organisation is a good fit for you.</p>
10.30am-11.00am	Break and Networking
11.00am-1.00pm	<p>Asking the Right Questions</p> <p>The participants would ask questions that help you align the interview with your career goals, probe for organisational characteristics that can complement your strengths, assess your market value to the company, and negotiate the best salary and compensation package for yourself.</p>
1.00pm-2.00pm	Lunch Break and Networking
2.00pm-3.30pm	<p>How to Ace a Telephone Interview</p> <p>In this module, you will learn how to perform successfully on telephone interviews. You will learn: how best to prepare for phone interviews, how to communicate a strong, confident personality on the phone, how to maintain your confidence throughout a phone interview.</p>
3.30pm-4.00pm	Break and Networking
4.00pm-5.00pm	Handling Phone Interview Effectively

	The participants would learn how to manage the business conversation of a phone interview, how to close a phone interview in your favour, and how to improve your skill with every phone interview.
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