



Interview Skills

Facilitator: _____, **tel:** _____

This module is delivered as a hands-on interview preparation experience. Participants learn and apply the skills required to perform successfully in an interview.

Who should participate? Program participants are typically ready to work, but require assistance in preparing for an interview, identifying and marketing their skills and abilities and preparing to meet and create positive first impressions with potential employers.

Duration: The module runs for one week from 9:00 am to 12:00 pm, Monday to Friday at Opportunities for Employment Inc., 3rd Floor – 294 Portage Avenue, Winnipeg, Manitoba.

Participants in this module will achieve competency in the following areas:

- Identifying their skills in relation to the types positions they will be interviewing for
- Preparing for an interview and create a positive first impression
- Developing strong positive answers to typical, a-typical and behavior based questions
- Learning appropriate questions to ask at the interview
- Conducting effective interview follow-ups

Program Outcomes:

- Skills assessment
- Effective interview Skills
- Increased confidence
- Enhanced communication skills

Program Requirements:

- Resume on OFE student drive
- Actively looking for employment
- Able to attend classes daily
- Basic computer skills (able to use a mouse)
- Have an email address