



Course details

Course title

Professional development: Interview skills

Course code

Q00017328

Course date

Start: 30/06/25

End: 15/07/25

Number of classes

6 sessions

Timetable

Mon 30th Jun, 12:15 to 14:45

Tue 1st Jul, 12:15 to 14:45

Mon 7th Jul, 12:15 to 14:45

Tue 8th Jul, 12:15 to 14:45

Mon 14th Jul, 12:15 to 14:45

Tue 15th Jul, 12:15 to 14:45

Tutor

Imogen Draper

Fee range

Free to £55.50

How you'll learn

You'll join a small group of fellow learners for classes online in video meetings and materials will be provided in our virtual learning environment.

Got it!

Online

Venue

Online

Level of study

Beginners

Course overview

This course will give you the knowledge and understanding you need to prepare for an interview, either for a job or potential course. You will also consider how to present and conduct yourself during an interview. The course will also support you to know what questions you could ask during an interview and give you some practice of asking and answering questions. In addition, it will help you recognise do's and don'ts for an interview situation so that you may present yourself in the best way possible and maximise your chances of success! This course is funded by the West Midlands Combined Authority.

Course description

This course is designed to give you a better understanding of all elements of preparing for and having an interview. The interview could be for a job or for a course, for example at a college or university. It will guide you on how to prepare for an interview, considering what information you need to find out before you attend an interview, as well as how to conduct yourself during an interview, with regards to what to wear, how to meet and greet, how to behave./ Once you know how to prepare for an interview, you look at what kind of questions you can expect to be asked as well as questions you could ask a potential employer. You will be able to practice asking and answering these questions with other students in order to develop effective communication skills in this situation and to create a good impression, maximising your chances of being successful in the interview and obtaining the job you have applied for. / If you feel nervous about attending interviews and are unsure of what to expect when you secure an interview, then this course is for you!

What financial support is available?

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need alternative financial help to access them then let us know.

What other support is available?

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

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