



EALING ABBEY ADULT EDUCATION
AT THE
Benedictine Study and Arts Centre

In conjunction with the Diocese of Westminster

**MAKING THE MOST OF JOB INTERVIEWS
DEVELOPING YOUR INTERVIEW SKILLS**

SATURDAY: 19 MAY 2012

repeated on

SATURDAY: 16 JUNE 2012

Led by: Barbara Wilmot BA, Trainer and Business Skills Coach

This interactive three-hour course provides participants with the confidence and tools necessary for attending that important job interview:

How to secure an interview

How to make the most of your CV to help you secure job interviews

Preparing for the interview

How to use the time, between hearing about the interview and the interview itself, as productively as possible

Interview tips

How to handle the day of the interview and what to do and not do once in the actual interview

Possible interview questions

How to prepare for the key questions you are likely to be asked, also questions you should and should not ask

SATURDAYS: 10.00am—1.00pm starts MAY 19

Course Fee: £20