
At EDUCBA, it is a matter of pride to us to make job oriented hands on courses available to anyone, any time and anywhere.

Learn at a time and place, and pace that is of your choice.

Plan your study to suit your convenience and schedule.

Job Interview Training Course

Email Contact: info@educba.com



EDUCBA



www.educba.com

Course Overview

In this Course you get to learn:

You get to learn Interpersonal skills, Public speaking skills, Enhance your Resume, know the technical aspects of soft skills, Leadership skills, Job hunting, Interview Preparation, Salary negotiation, and Corporate Etiquette.

This Job Interview training course is designed to help you stand out in the crowd of job seekers.

It covers all the points from building an effective resume to the technique of participating in group discussions, polishing communication & writing skills,

Job Interview Training Skills

You get to learn about the below skills:

Resume Making – an effective resume, to highlight your skills and attract a prospective employer.

Group Discussions – to prepare yourself for putting across your ideas and thoughts in the selection procedure so that you can sure shot land a call for an interview.

Job Interviews – to learn how to prepare oneself with the right pace and skills to have a successful interview.

Business Corporate Etiquette – to be presentable and well groomed for the

Course Features



Course Duration -
24+hours



Number of Courses



Verifiable
Certificates



Lifetime Access



Technical
Excellence

About Job Interview

Job Interview Training is a training program for anyone who is looking for a job or job change. Job Interviews consists of an applicant who is being assessed by a representative of an employer for hire. The hiring process is equally important for both the applicant and the interviewer as for the company the right candidate needs to be selected for adding value to the company and for the candidate it's important that the company of his/her choice recognizes their potential.

Job Interview Course

This is a Bundle Course that includes complete in-depth Job Interview Course into one course

This Bundle perfectly meets the requisite of the industry and gives you a better chance of being hired as Job Interview Course Professional.

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Effective Resume Making

Section 1. Overview of Resume Making

- Introduction to Resume
- Critical Area of Resume
- Initial Preparation
- Header Accomplishments

Section 2. Pointers of Resume

- Objective of Resume
- Employment Experience
- Educational Qualification
- Sample Resumes

Section 1 . Tips for successful Group Discussion

- Awareness in group discussion
- Successful Group Discussion
- Teamplayer of group discussion

Section 2 . Skills & Guidelines for Group Discussion

- Guidelines for group discussion
- Continuation of Skills of group discussion
- Skills of group discussion

Section 3 . Introduction to Group Discussion

- Phases of group discussion
- Importance of group discussion
- Definition of group discussion

Section 4 . Do's & Don'ts of Group Discussion

- Equal Opportunities in group discussion
- Do's of group discussion
- Don't's of group discussion

Section 1 . Introduction To Interviews

- Why Interviews
- Preparing For Interviews
- First Impression

Section 2 . Interview Questions

- Typical Questions Asked In An Interview
- General Knowledge Questions

Section 3 . Types Of Interviews

- Competency Based Interviews
- How Do You Prepare For Competency Interviews
- Different Formats Of Interviews
- Other Types Of Interviews
- Assessment Centres

Section 1 . Listen and Speak

- Listening Tehniques
- Speak Clearly
- projection pointers for better conversations
- General Etiquette Pointers

Section 2 . Etiquette Pointers

- Main Pointers To Better Conversations Slide And Questioning Techniques
- Rules To Better Meet And Greet Following The Rules Of Etiquettes
- Magic Words
- Origin Of Etiquette

Section 3 . Economic Order Quantity

- Main Pointers To Better Conversations Slide And Questioning Techniques
- Rules To Better Meet And Greet Following The Rules Of Etiquettes
- Magic Words
- Origin Of Etiquette

Section 1. Overview of Email Etiquette

- Introduction to email etiquette
- Importance of email etiquette
- What is an email etiquette

Section 2. Understanding the components of an email

- Advantages
- Structure
- Header
- Subject Line
- Attachments

Section 3. Cs of an email

- body of email
- check list- 4 W
- 5 C's of email
- formatting
- chunking and email language
- sign offs and signatures

Section 4. Dos and Donts of Email Writing

- escalation emails
- delivering bad news and liability notice
disclaimers
- dos and donts
- sample emails and email tips
- email tips cont

Section 1 . Introduction

- Introduction

Section 2 . Overview and Employee Pyramid

- Overview and Employee Pyramid
- Recruitment Process
- Standing out in Crowd □ Why Stand out in the crowd

Section 3 . Making your CV Stand Out

- Making your CV stand out and Applying thru Referrals to stand out
- Strategies to ensure your CV gets noticed by recruiters
- Additional Tips and how to seek lateral movement

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Find Jobs using Social Media

Section 1 . Introduction

- Introduction to How to Find Jobs Using Social Media
- Avenues to Apply LinkedIn and Facebook
- Points to Make a Good Social Media Profile
- Mistakes People Make with their Social Media Profile
- LinkedIn Practical Profile
- Employer Pitch
- Social Media Case Study

Section 1 . Introduction

- Introduction to Salary Negotiation
- Research and Smith Wenkle Method
- Discussing About Salary

Section 2 . Benchmarking

- Discussing About Salary
- Common Mistakes
- Understanding Benchmarking
- Demonstrate Value and Worth

Section 3 . Negotiation Principles

- Negotiation Principles Part

Section 4 . Myths of Negotiation

- Myths of Negotiation Part 1

Section 5 . Networking and The Briefcase Technique

- Networking
- The Briefcase Technique

Section 6 . Negotiation for Women

- Why Women Cant Negotiate Part
- Negotiation Types and Styles
- Comparing Job Offers

Section 7 . Competing Job Offers

- Competing Job Offers
- The Secret Formula and Fresh Grads
- Ending with Fresh Grads

Section 8 . Summary

- Summary

9 Effective Communication Skills Training

Section 1. Overview of Communication Skills

- Non Verbal-Effective Communication
- Modes of Communication
- Effective Communication

Section 2 . Introduction

- Introduction to communication skills

Section 3 .Barriers to Communication

- Lack of Listening & Language Barrier
- Misinterpretation of Non Verbal Communication
- Lack of Knowledge & Perception

Section 4 .Tips to Effective Communication

- Tips for Effective Communication
- Continuation of tips for effective communication

Section 1 . Importance of Emails

- Advantages and disadvantages of emails Part
- Learning about sender and receiver of emails memos
- Structure of emails importance of positive language

Section 2 .Methods of business Communication

- types of business letters
- Complementary close, business letters type
- Parts of letters, salutations Part

Section 3 . Overview of Business Writing

- Positive language and methods of communication Part
- Importance of language in professional world
- Introduction to Business Writing

Section 4. Types of Emails

- Types of emails formula for a good email and subject line

Section 1 . Introduction

- Introduction and Definition
- What is Business Etiquette
- Why its Required
- Statistics
- Good Company
- Dress for Success
- Civility at Workplace
- Dining and Entertaining Finesse
- Globe Trotting Indian

Section 2 . Networking & Communications

- Networking for Business
- Business Communication Part
- Power of Words and Power of Voice
- Voice Quality
- Public Speaking
- Humor at Work
- Conversation Pitfalls
- Tips to Talk Slowly
- Non Verbal Communication and Gestures
- Complete Picture of Body Language

Section 3 . Business Entertainment

- Business Entertainment

Section 4 . Dinning Etiquettes

- Introduction-Dining and Entertaining Finesse
- Guest Etiquette
- Business Meals Power Breakfast
- Entertaining on Budget
- Napkin Etiquette
- Breakfast Setting
- Starters and Soups
- Eating Tricky Food
- Classic Dining Do's
- Sound Bytes
- Tipping in India and other



Frequently Asked Questions

How will this course help me in job interviews?

After doing this job interview training you will find yourself much more confident and capable to face job interviews and come out with flying colors. Not only interviews, but you will also be able to create your own identity in the corporate world by being corporate ready by learning the dos and don'ts of the industry.

Will the course be relevant to the job interview process in the long run?

The course holds relevance for a long time and the skills provided are not time specific, they will be helpful in any kind of job interview process as they focus on self-improvement by learning skills and techniques to have a successful interview.



Customer Reviews

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The job interview training course does a fantastic job of walking you through the entire process from header to References. it also does a great job of showing you how to generate great accomplishment statements so you can capture (in writing) exactly what you can do for a potential employer. Another great aspect of the job interview training (that I had never seen before) is conducting the SWOT analysis. This can be very useful to ensure you do indeed have the right qualifications for a particular position.

Joseph M. Yabes

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Helpful Job Interview Training Course taught on how emails should be structured, formatted and what should be included. The course speaks about keeping writing to the point and meaningful to users. I liked the section on emails dos and don't's as this help provide quick and helpful tips on how to turn a negative email into positive to get a response

Rachel Harrison



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For Queries please contact:

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