

CVs, Applications and Interviews

Additional Information

Tutor: David Clegg

Course Objectives:

By the end of the course participants will have had the opportunity to:

- Analyse and understand the requirements of a post and how to construct a targeted CV
- Discuss common issues around building an effective CV – content, layout and presentation
- Consider some of the NHS application form questions and strategies for answering them
- Explore models and structures useful for answering common types of application form and interview questions
- Identify key positive interview techniques and explore how to deliver effective answers
- Clarify and practise the skills of self-presentation at interview
- Examine difficult interview questions and situations and explore techniques to overcome these

Teaching Methods:

This is a practical and interactive course using a range of participative teaching methods including: presentations, individual tasks, small group discussions and activities. Each delegate will have the opportunity to practice answering an interview question and receive constructive feedback on their performance.

Pre-Course Tasks:

There are no formal pre-course tasks, however delegates may find it useful to bring a copy of their CV to the session – either printed out or electronically or on their phone/tablet. This is not essential. Delegates may want to spend some time considering how they would approach answering the interview questions e-mailed out prior to the course.

Course Materials:

Delegates will receive all course handouts, and copies of the exercises/documents used in the session as PDF or Word files electronically after the course.

Feedback Comments:

Your feedback is important to us and helps us ensure our teaching training programme delivers good quality teaching and training. We are very pleased that this course receives positive feedback ratings and comments, recent responses include:

“David is an approachable and insightful course lead. The day was educational and enjoyable.”

“Great learning opportunity”

“Clear and concise structure”

“Interview practice focused the mind!”

“The course content was excellent”

“Extremely useful course. The style of presentation was excellent.”

Further Information:

If you require any further information about the course please email the course tutor, David Clegg, via david@davidclegg.co.uk