

Price Consulting has been conducting this course for over 20 years exclusively for WA Public Sector employees and for job applicants interested in entering a career in the WA Public Sector.

PRICE

CONSULTING GROUP



## JOB APPLICATION AND INTERVIEW TRAINING

This training is suitable for employees at any level in anticipation of organisational structure change, or for targeted groups of employees such as trainees. We will work with the organisation to select the most effective approach for their needs.

### **Specifically, the course aims:**

- To assist job market candidates to prepare a winning resume and;
- Increase their confidence in interviews by fully preparing them with success tactics for behavioural interviews and other selection tools.

The course can be tailored (if required) to include your organisation's internal recruitment policies so that participants will be able to confidently apply their learnings during times of restructure and change.

The course is delivered in-house for your organisation and will enhance participant's ability to participate effectively in WA Public Sector recruitment and selection processes.

### **At the end of the course participants will be able to:**

- Explain the selection process generally used in the public, private and not-for-profit sectors;
- Learn tried and tested, easy-to-apply methods and tips to address selection criteria effectively;
- Construct a winning résumé to use as the basis for any job application in the public or private sector;
- Write outstanding covering letters;
- Learn tried and tested, easy-to-apply methods and tips to improve interview techniques, including overcoming nerves; and
- Get the best out of their referees.

**MATERIALS:** All participants will receive comprehensive course notes for future reference.

SESSION 1  
2hrs

## DEVELOPING YOUR WRITTEN APPLICATION

- Being prepared
- CV and cover letter development
- Addressing the criteria
- Selling your uniqueness

SESSION 2  
1.5hrs

## SUCCESSFUL INTERVIEWS

- Being prepared
- Techniques to manage nerves
- Ability tests and other assessment tools
- Prepping your referees

### ADDITIONAL OPTION

Stand-alone or  
bolt-on service

### INTERVIEW COACHING

Individual application and/or interview coaching with one of our highly experienced consultants.

This personalised service helps to tailor application development and interview strategies to specific job vacancies, or just build overall confidence and overcome nerves.

Coaching clients are supported in-person and by phone as they prepare, practice and perform more effectively in writing winning applications and using interview techniques.

## LEARNING METHODOLOGY

All our training courses are designed to fully engage the participants by maximising active learning opportunities. This allows participants to better identify with, and come to a deeper understanding of the subject matter.

Several elements are involved in active learning. Developing strategies to target these elements forms an essential part of our training design.

We work closely with you to ensure that our courses are tailored to be relevant to your employees. This includes course duration, learning outcomes and course content.

Collaborative activities include discussion, case studies, group problem solving and skills practice.



Get in touch to discuss your needs and for a comprehensive quote

[info@priceconsulting.com.au](mailto:info@priceconsulting.com.au)

[priceconsulting.com.au](http://priceconsulting.com.au) | 

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