



Interviewing Skills Workshop:

Structure and Methodology of an Interview:

- Progressive Stages of an Interview
 - Preparing for an interview
 - Opening an interview
 - Building rapport
 - Gathering information
 - Giving information
 - Closing an interview

Asking Effective Questions:

- Acceptable and Unacceptable Questions
- Questioning Technique
 - S – Situation
 - P – Perception
 - I – Intervention
 - L – Learning

Simulation:

- Conducting an interview
- A participant will be invited to conduct an interview simulation and receive feedback from the facilitator and peers
- This will be used as a learning tool to understand implementation of learning from the session

Training Hours:

The duration of the training program will be 3 to 6 hours based on the needs of each client.