

# CIPFA Training and Development

## Competency Based Interview Skills

### Purpose

This highly interactive workshop is designed to build your confidence and help you to develop critical competency interview skills and techniques for use in job interviews. It will give you the skills and confidence to sell yourself properly and honestly. You will also learn how to respond to interview questions, thus maximising your chances of success. You will receive constructive feedback during the training which will help you to hone in on areas that need fine tuning. This event is a CIPFA/Marcomm partnership.

### Learning outcomes

By the end of the course, delegates will have:

Through interactive discussion, practice and workshop activities (in small groups) you will learn how to:

- complete the application form
- bring content and structure your answers during interviews
- use each question as an opportunity to sell yourself
- develop rapport with the interviewers and deliver natural answers
- control interview nerves and fears
- sell yourself successfully.

### Who will benefit

Anyone who has an important interview coming up, needs to master the art of interviewing well, or wishes to maximise their performance at interview.

## Programme

09:00 – 09:30	<b>Welcome and Introduction</b>
Session 1	<b>What is a Competency Based Interview?</b> <ul style="list-style-type: none"> <li>▪ What are competencies?</li> <li>▪ An overview of competence frameworks</li> <li>▪ What will the interview focus on?</li> <li>▪ What should I expect in the interview?</li> <li>▪ What will the interviewers be looking for?</li> </ul>
Session 2	<b>Top Tips for Effective Application Forms</b>
Session 3	<b>Managing Interview Questions</b> <ul style="list-style-type: none"> <li>▪ Preparing your response</li> <li>▪ Developing a system</li> <li>▪ Situation, behaviour, outcome</li> </ul>
Session 4	<b>Delegate Q &amp; As</b> <ul style="list-style-type: none"> <li>▪ Question and answer session</li> <li>▪ Individual constructive feedback</li> <li>▪ Individual development plan</li> </ul>
16:30	<b>Evaluation and Close</b>

*We reserve the right to alter the timing or content of sessions where circumstances require.*