



Agenda	
8.30 am to 9.00 am	Registration and Reception.
9:00 am to 9.15 am	Introduction. Lisa Burnett & Helen Vita.
9.15 am to 10:30 am	Getting Your Interview Plan and Guidelines Together. <ul style="list-style-type: none"> ■ What are your goals? ■ What are your ideal roles/jobs? ■ Your work experience and accomplishments. ■ Your Network and the Job Search Network.
10:30 am to 11:00 am with morning tea.	What Is An Employer Looking For At Interviews? <ul style="list-style-type: none"> ■ Refreshment on the recruitment process – what to expect. ■ An introduction to interviewing in 2009.
11:00 am to 12:00 pm	Applying for Jobs. <ul style="list-style-type: none"> ■ Recognising and Reading job adverts. ■ Responding to job adverts. ■ Making contact - Requesting more information.
12:30 pm to 1:00 pm	Lunch.
1:00 pm to 3:00 pm	Interviewing Techniques with practice sessions. Preparing For Your Interview. <ul style="list-style-type: none"> ■ Research of company. ■ Role Verbal positioning. ■ Top 10 'tricky' questions and authentic responses. ■ Must do's. At The Interview <ul style="list-style-type: none"> ■ Getting Started. ■ Maintaining momentum. ■ Closing
3:00 pm to 4:30 pm	Interview Practice Interview practise for your ideal roles - using your real advertisements and mock ups.
4.30 pm to 5:00 pm	Finalising Your Interview Approach and Close - Good Luck Job Searching.