

## **Course Title: "Mastering Job Interviews and CV Writing"**

### **Agenda**

#### **1. Introduction to the Course (30 minutes)**

- Welcome and Introductions
- Overview of Course Objectives and Agenda

#### **2. Rationale Behind Interview Questions (45 minutes)**

- **Objective:** Understand the purpose of common interview questions.
- Presentation: Types of interview questions and their significance
- Group Discussion: Analyzing frequently asked questions and effective responses

#### **3. CV Development (45 minutes)**

- **Objective:** Learn to create an impactful CV tailored to specific roles.
- Workshop: Best practices for CV structure, content, and formatting
- Activity: Drafting a CV based on a chosen job description

#### **4. Break (15 minutes)**

#### **5. Mock Interviews (1 hour)**

- **Objective:** Practice interviewing techniques in simulated scenarios.
- Small Group Activity: Conduct mock interviews with peers
- Feedback Session: Discuss strengths and areas for improvement

#### **6. Peer Reviews (45 minutes)**

- **Objective:** Enhance CVs through constructive feedback.
- Activity: Pair up for peer reviews of CVs
- Group Discussion: Sharing insights and suggested improvements

#### **7. Overcoming Interview Challenges (45 minutes)**

- **Objective:** Equip participants with strategies for difficult interview scenarios.
- Presentation: Common interview challenges and tactical responses
- Role Play: Practicing responses to challenging questions

#### **8. Q&A and Wrap-up (30 minutes)**

- Open floor for questions
- Summary of key takeaways

- Closing remarks and next steps

**Note:** Breaks will be provided as needed, approximately every 1.5 hours.