



Job applicant training

Seminar objective

Participants receive essential know-how on the application and interview process. The most important strategies for making a successful application are taught in a practical way.

Seminar content

The application documents:

- The professional application portfolio - the letter of application
- The recruitment test
- Self-presentation and curriculum vitae
- Tips and strategies for a successful application

The preparation and the interview:

- The internet application - getting to know some tools
- How does a positive job interview go? What distinguishes good applicants?
- Job interviews with video control
- Scenic role exercises, presentations and case studies
- Introduction to the assessment center

Personality and perception:

- How do I convince my interviewer?
- The optimal self-presentation
- Presenting one's own strengths and weaknesses
- Mastering tricky situations

Result-rich question and answer techniques:

- What questions do I need to be prepared for?
- Using targeted answering techniques with determination
- Listening
- How do I come across to others? Reflecting on one's own conversational behavior

Decision-making:

- Developing and using decision-making tools
- Assessment sheets
- Comparison of applicants - what are they looking for?

Methodology

Interview simulations External and self-analysis Video examples
Discussion based on practical examples Exercises with individual
feedback

Target audience

Our job applicant training is aimed at all people involved in the application process.

Course ref.

KOM1017

Participants

not more than 9 participants

Schedule

1. Day: 10:00 - 17:00
2. Day: 09:00 - 16:00

Location & dates

Münster

17.06.2024 – 18.06.2024
09.12.2024 – 10.12.2024
06.02.2025 – 07.02.2025
16.06.2025 – 17.06.2025
08.12.2025 – 09.12.2025

Fee

1.150,00 € (ex. VAT)
1.368,50 € (inc. VAT)

Included in the price: Working documents, certificate of participation, lunch and coffee breaks.



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Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

1. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Firmendaten/Rechnungsempfänger

Firma

Rechnung (Name)

Straße/Nummer

PLZ/Ort

Telefon/Fax

Branche

Datum

2. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Anzahl der Mitarbeiter in Ihrem Unternehmen

Kundennummer

Anmeldebestätigung (E-Mail)

Unterschrift