



# 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

### 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

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E-Mail

\_\_\_\_\_  
Mobilnummer

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Veranstaltung                      Seminarcode

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Ort                                      Termin

Firmendaten/Rechnungsempfänger

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Firma

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Rechnung (Name)

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Straße/Nummer

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PLZ/Ort

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Telefon/Fax

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Branche

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Datum

2. Teilnehmer

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Name/Vorname

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Mobilnummer

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Veranstaltung                      Seminarcode

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Ort                                      Termin

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Anzahl der Mitarbeiter in Ihrem Unternehmen

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Kundennummer

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Anmeldebestätigung (E-Mail)

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Unterschrift