

## Overview

The Aim of this workshop is to support employees who need to prepare for a Ring Fenced Interview. It explains an outline of the scoring process and goes on to include hints on completing the application form and tips on being interviewed.

**How long is the Course?** – Half day

## Who it is Aimed at?:

This session is aimed at all employees who have been placed in an **Internal Ring Fence for Redundancy Selection or Competitive Ring Fence Selection Process**

## Learning Outcomes:

By the end of this session participants will be able to .....

- Use the Person Specification to complete the Application Form
- Use the STAR Technique to complete the Application Form and to Answer Questions
- Understand the Scoring Process that is followed in Internal Ring Fence Interviews
- Prepare appropriately for the interview

## Course Content:

- The Ring Fence Process
- Completing the Application Form using the Person Specification
- Explanation of the STAR Technique - to use in form filling to give best examples and when answering questions
- Anticipating possible interview questions by using the Person Specification
- Preparation - your skills and experience - utilising your CV
- Pre -Interview Researching
- Timing Answers and The Scoring Process
- The Interview Panel and their considerations
- Possible short Presentation requirement as part of the interview
- Asking for Interview Feedback afterwards
- Importance of self care

## Testimonial:

*"This course was so very helpful and I feel a lot more confident for this interview situation."* – Families Officer, Wirral

**Max Number of Attendees 10**

This course is either a stand-alone session or can form one element of our 5-part Staff Change Support Programme. The other elements are:

- Completing Job Applications & Interviewing Skills
- Leading in Times of Change (For Managers)
- Working in a Changing Environment (For Employees)
- Stress Awareness & Building Resilience

**Trainer: Angela Daly**

Angela Daly is a highly experienced and skilled Corporate Trainer and Organisational Development Specialist who combines communication and facilitation skills, along with extensive experience, to deliver professional results. A qualified teacher of adults, Angela has many years' experience designing and delivering tailored training interventions to a diverse workforce. She is passionate about empowering, developing and supporting people to enhance their skills to improve personal performance and organisational effectiveness. Angela thrives on supporting organisational improvement and influencing cultural change by developing internal and external relationships. She is an engaging and popular trainer.