

# Into Work: Interview Skills For Women Returning To Work

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## About the Course

This is a one-day workshop aimed at those who have been out of employment or have not applied for a job for a long period of time. On this course you will learn about the skills needed for a successful interview such as; what to expect, how to prepare and how to present yourself in the best way possible.

## Timings for the Workshop

\*10am - 2pm – CV writing Skills.

2pm-2:30pm Work Hounslow Advisor

\*You will be required to attend for the whole day.

## Course Learning Outcomes

- To gain awareness of how you can effectively prepare for an interview.
- To be able to understand common interview questions.
- To gain knowledge and practice techniques that you can use to answer interview questions effectively.

***Please note: To successfully complete this course you must commit to 100% attendance and punctuality.***

## What is needed for the course?

- Basic digital skills
- Good literacy skills
- 100% Attendance

## Progression Pathway Employability

Into Work:  
CV writing

Into Work:  
Cover letter  
writing

Into Work:  
Interview skills

- Work Hounslow
- Job centre
- Recruitment agencies

**We can also provide you with information, advice and guidance for employment or further learning.**

- ▶ Please speak with your tutor or
- ▶ Call 020 8583 6174 to speak to an advisor or
- ▶ Email [work@hounslow.gov.uk](mailto:work@hounslow.gov.uk) or
- ▶ Visit [www.workhounslow.co.uk](http://www.workhounslow.co.uk)