

Workshop 4: Preparation for successful applications and interviews in English

Target

This workshop shall help the participants to focus on their most important strengths and to present them in a convincing and appealing way which is appropriate for an international organisational environment.

Content

Starting with the CV and the appropriate cover letter, it intends to raise awareness amongst the participants for the expectations of their potential future employers and to communicate in a coherent and authentic way.

The topics covered include:

- Key aspects for CVs & cover letters
- Self-reflection: Highlighting of own skills and experiences
- Organisational culture and expectations of future employers
- Matching qualifications & personal strengths with requirements of potential employers
- Preparing an interview
- Intercultural aspects: communication style & appropriate behavior

Methods

This seminar is very hands-on: Emphasis will be placed on defining skills and competencies in relation to the needs and requirements of potential employers. The participants will be provided with several sets of language tools in order to practice for real-life situations including interviews.

Trainer

Christina Blake, MSc., COMMUNICATIONS ACROSS CULTURES

Ms. Christina Blake has a Master's Degree in International Public Relations and is a certified Systemic Business Coach and Trainer for Intercultural Competence in English. After more than 15 years communications experience in global brand corporations she works as Intercultural Business Consultant and lecturer for universities today.