

LESSON PLAN – Interview Techniques

Theme – Using Presentation Skills

CAREER SKILLS – Career Management

KEY SKILLS – Communication, Working With Others, Improving Own Learning & Performance

WORK RELATED LEARNING – Learning For Work, Learning About Work

COMPETENCIES – *ai, *aai, *aiii, *bi, *cii, *di, **ei, **eiii, **eiv, **ev, **evi, ***fiu, ***frv, ***jii, ***kiv, ***kvi, ****li, ****mi, ****pi

SUGGESTED SUBJECT AREA – English, Personal Development

Learning Outcomes

By completing this task students will be able to:

- Clarify good practice in interview situations.
- Practice the roles in the interview process to gain an insight into what each one brings to the process.
- Give and receive feedback on performance.

Preparation and Materials

- Copies of Info Sheets (1), (4) and (5) and Activity Sheet (1) "Interview Techniques" for each group.
- Info Sheets (2) and (3) and Activity Sheet (2) "Interview Techniques" for each student.
- Blackboard/flipchart.
- This lesson will require at least one hour to complete. It could be divided into two lessons with preparation to method stage 6 (below) followed by the mock interviews in the next lesson.
- This lesson could follow on from lesson plan "Letters Of Application" or "Completing Applications".

Method

1. Put the students into groups of 3 to 4.
2. Explain the aims of the lesson using the learning outcomes on Info Sheet (1).
3. Ask the students to work in small groups brainstorming what we mean by 'careful preparation for interviews, e.g. arrive at least 10 minutes before appointed time etc.
4. Ask for feedback to the class and write the responses on the blackboard/flipchart. Discuss them and add to the list.
5. Give out Info Sheet (1) – (5) to the students. They can add additional points to Info Sheets (3) and (4) from their brainstorm.
6. Brief the students for carrying out mock interviews with one another, taking it in turns to be the interviewer, the interviewee and the observer. All students should get the chance to perform all the roles.
7. Before going into the role play the students will need some time to prepare a 'script'. During the role play the observer must complete Activity Sheet (1).
8. Students will have to be timed and signalled when to start and stop each mock interview. Time should be provided for feedback in between each interview. Groups of 3 will take a shorter time than groups of 4.
9. After the role play, give out and ask students to complete Activity Sheet (2).
10. Ask the students what they have learned from the lesson.
11. Summarise the main learning outcomes.

Lesson Plans On Interviewing

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