

Preparing for a Job Interview

TRAINING COURSE



CIOTEK
Helping your business grow.

www.ciotek.com

Training Course Summary. Ref. J-1

This one to one training course gives the participant the knowledge and skills on how to make a great impression at a job interview. Topics this course includes:

- Preparing for the interview
- Creating a positive first impression
- Do's and Don'ts in an interview
- How to maximise your chance of an employment offer

Duration

1 day

Programme Cost

£400

CIOTEK Limited
The Warner Building
98 Sterry Road
Gowerton
Swansea SA4 3BW

Tel: +44(0) 1792 874777
Mob: +44(0) 7970 060065
www.ciotek.com

Training Programme Booking Form



In order to book a training programme please complete the following document and return to the address at the bottom of the page.

Section 1: Training Course Information

Course Title:	<input type="text"/>	Reference No:	<input type="text"/>
Venue:	<input type="text"/>		
Number of trainees:	<input type="text"/>	Training Date 1 (preferred choice):	<input type="text"/>
		Training Date 2 (backup):	<input type="text"/>

Section 2: Contact Details

Please provide details of primary contact who will be responsible for organising the training courses within your organisation.

Name:	<input type="text"/>		
Position:	<input type="text"/>		
Address:	<input type="text"/>		
Postcode:	<input type="text"/>		
Telephone:	<input type="text"/>	(WORK)	
Telephone	<input type="text"/>	(MOBILE)	
E-MAIL:	<input type="text"/>		
Authorised Signature	<input type="text"/>	Date:	<input type="text"/>

CIOTEK Limited
The Warner Building
98 Sterry Road
Gowerton
Swansea SA4 3BW

Tel: +44(0) 1792 874777
Mob: +44(0) 797 060065
www.ciotek.com