



JOACHIM GRAFF – SEMINAR LECTURER

Your job interview training in Bamberg or online!

SPRACHINSTITUT TREFFPUNKT ONLINE

Your job interview!

How can I be convincing in a job interview? Few situations compare when it comes to the calmness, security, and persuasiveness that we demand from ourselves before and during a job interview. This includes how we describe our qualifications and our personalities and how we explain what we really expect from the new job.

Leave nothing up to chance! You should be prepared for most job interview questions beforehand and also know how to react to questions that you might not have expected.

Your interview tutor

Joachim holds a degree in Electrical Engineering and Business Administration. He worked 25 years in the industrial sector, including 20 years at the Siemens AG in the fields of Marketing, Reengineering and Knowledge Management.

Since 2008 he has been giving seminars and trainings on business etiquette, job applications and job interviews.

He is author of the book "More than manners".

What we do

This customized individual training will teach you which behaviours are expected during the job interview, including: common conversation starters, how to respond to certain questions, how to work around difficult questions, which topics you should avoid, which questions you should and should not ask, and how to best position yourself based on your professional qualifications.

Do you have your German application documents ready? (CV, references, cover letter)

If not, you might want to consider the seminar [Successful Job Applications in Germany](#)

Objective

Our goals are to help you be well prepared for your job interview, and to teach you how to navigate a successful interview process. We also want to help you reduce nervousness and any fears you might have of the job interview process.

Overview of content

Our training consists of an expert discussion of all application documents required for the interview. We will also carry out a practice interview with you that will be followed up with a discussion of your performance – what you did well and what you can improve upon. We will then go into detail about any questions you might have.

Note: All training points can be altered based on personal needs.

Seminar units

Unit 1:

Assessment of your candidate profile and the corresponding documents (CV, references, cover letter, job posting) with suggestions for improvement. Preparation: Come prepared with all application documents.

Unit 2:

Discussion of the interview process, possible questions, answers, and tips for the job interview.

Preparation: You will need to prepare for a job interview based on your application

Unit 3:

Interview analysis: arguments, behaviour, documents and tips. Simulation of an interview.

Unit 4:

Simulation of a second job interview with a second follow-up including a detailed analysis of the interview.

Target group

For anyone applying for a job in Germany, Austria or Switzerland and who seeks advice on the interview process as well as possible questions and answers.

Training prerequisite: solid oral and written German corresponding to at least the [B1](#) language level of [CEFR](#).



Duration and prices

5 one-to-one online sessions of 60 minutes each via Skype, Zoom.us, Google hangouts or 3 one-to-one sessions of 90 minutes each live at the school in Bamberg.

Price for either training: EUR 299,00.

The training can also be booked with a language homestay program in the house of the teacher www.learn-german-home-tuition.com

CONTACT AND INQUIRY

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