

# Presentation Plan

Subject Area: <u>LEADERSHIP LABORATORY</u>	
Topic: <u>INTERVIEWING SKILLS</u> (Presentation time <u>50 minutes</u> )	
Detail	Notes
<p><b>Objective:</b> In this topic, the cadet will; gain an increased awareness of the interview process, practice skills to increase interviewing performance.</p> <p><b>Why does the cadet need to know this?</b> CAP cadets need these skills in order to perform well in the national encampment selection process and other situations involving interviews.</p> <p><b>Topics &amp; Activities</b> Why do we have to interview? Allocation / selection of limited resources</p> <p>Preparation is the key. Know what you are interviewing for. (Know what it is you want and why you are there.) Know something about the interviewers. (If possible) Anticipate questions you will be asked. Have several prepared questions. Look good (uniform, grooming, etc.) Arrive early. Give yourself time to collect yourself.</p> <p>Give a proper and appropriate report. Sir, C/Sgt Jones reporting for national encampment selection interview.</p> <p>Body Language &amp; Attitude Proactive, up-front &amp; on-top, respectful, attentive</p> <p>Diction &amp; Language Speak Up / Speak Clearly / Be Sincere</p> <p>Criterion Words Find out what words are important to your interviewer, write those words down, and use those words in describing yourself. (How would you describe the ideal candidate for this encampment?)</p> <p>Collect potential interview questions from the group (Eg. Why do you want to go to this encampment? Why would you be a good candidate?)</p> <p>Break up into groups of three for practice interviews. Interview first candidate for 2 minutes then discuss what went well and what didn't. Then recorders record the best thing the candidate did and the thing that needs most work. Repeat until all have been the candidate.</p> <p>Regroup and have recorders report (no names) Wrap-up with a job well done.</p>	 <p>A black and white illustration showing an interview in progress. On the left, a man in a military-style uniform sits at a desk, looking towards the right. On the right, another man in a military-style uniform stands, holding a folder or document, and appears to be speaking to the seated man. The background shows a simple room with a window and some furniture.</p>

# Interviewing Skills

