

# Career and Panel Interview Skills

## “Selling Yourself”



**Length:** 2 days

**Audience:** All staff, sworn and non-sworn

The Career and Panel Interview Skills Training workshop immerses attendees into both the interviewee and assessor experience. Activities are supported with coaching and are designed to assist employees of all positions by focusing on the attendees’ ability to articulate their individual skills, experiences, and related qualifications, and to represent their position “fit” under actual interview stress. Additionally, attendees will have the opportunity to learn effective interview strategies by evaluating others—an insight often only enjoyed by agency selection panels.

### Objectives:

- Discuss position “fit”
- Analyze job skills, duties, and measured competencies
- Prepare an effective summary of related experiences
- Participate in mock interviews with a variety of questioning formats
- Deliver a concise communication of essential job competencies, related experience, and qualifications
- Practice the Situational, Task, Action Taken, and Results (STAR) approach to selling yourself
- Rate the performance of others to identify the one degree of separation that often exist between candidates
- Name three challenges that all interview participants must overcome
- Review methods that will maximize your presentation effectiveness
- Perform diverse simulated interviews under realistic conditions and stress
- Discuss methods to manage stress effectively during an interview
- Analyze video-taped self-performance with hands-on coaching
- Critique communication styles to learn methods to respond to questions and leave assessors with a positive, memorable experience, by focusing on interpersonal communication skill-sets
- Evaluate the performance of others so that you can experience the challenges faced by assessors
- View and manage heart rate under the stress of an interview and practice controlling it
- Prepare individual mnemonics to help make a positive first impression
- Manage stressors through proper preparation and attitude
- Analyze and critique approaches to interview questions facilitated via remote technology devices

Admin@MoserTrainingSolutions.com

540-270-4635

MoserTrainingSolutions.com

Colorado Springs, CO Fredericksburg, VA

# Let us challenge the way your employees think, and improve the way they perform...

Moser Training Solutions, LLC (MTS) is privileged to work with corporate and government leaders who want to improve employee and customer satisfaction, while enhancing both individual and team performance.

What we do:

- Provide professional and career development training
- Customize training to the client's needs
- Coaching (career advancement, study techniques and effective writing skills)
- Conduct individual and program assessment
- Provide law enforcement subject matter expertise
- Project management and consultation
- Prepare private industry for emerging threats

## Train-the-Trainer

Instructor Development (and recertification)  
Field Training Officer (FTO)  
Police Training Officer (PTO)  
Advanced Coaching (FTO/PTO)  
Basic Recruit Academy Instructor

## Professional Development

Building Outstanding Teams  
Customer Service for Public Safety  
Problem-Solving, Decision-Making  
Resolving and Navigating Conflict  
Facilitation Skills  
Ethics, Stress and Negativity  
Project Management

## Leadership

Leader in Blue/Operational Readiness  
Leaving a Legacy Through Leadership  
Leading During Challenging Times  
Leading and Influencing at all Levels  
Performance Management for Supervisors

## Career Advancement

Excelling Through Written Correspondence  
Preparation for Career Related Interviews  
Assessment Center Preparation  
Improving Cognitive and Test Taking Skills  
Resume Preparation  
One-on-One Career Coaching  
Individual Assessment and Compliance Issues

2001 Ripple Ridge Road  
Colorado Springs, CO 80921  
[Admin@MoserTrainingSolutions.com](mailto:Admin@MoserTrainingSolutions.com)

28 Potomac Creek Dr. Ste. 123  
Fredericksburg, VA 22405  
MoserTrainingSolutions.com

  
540-270-4635