

10270 Old Columbia Rd., Suite 100,
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www.mdworks.com

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Maryland Works, Inc.

3 Easy Ways to Register!

*Fax: 410-381-1558

* E-mail: registration@mdworks.com

*Mail to: Maryland Works, Inc.

10270 Old Columbia Rd, Suite 100
Columbia, MD 21046-1854

Helping Your Client Interview with Confidence

Thursday, February 9, 2012

9:00 am – 12:00 noon

Registration begins at 8:30 am

Today's interviews are tougher than ever with employers drawing upon more rigorous techniques to ensure they choose the best candidate for the role. Assessment Centers, Panel Interviews and Situational Interviewing are a commonplace and often highly daunting for applicants. So how can you prepare your client for these contemporary interview forums and have your client enter the interview process with confidence?

Please join us for this interactive training where attendees will learn:

- How to prepare for an interview;
- The 7 most common types of interviews;
- The most common interview questions and how to answer them effectively;
- How to turn negative history into positives;
- Effective follow up questions to ask;
- Questions that are illegal for an interviewer to ask;
- How to follow up after the interview;

Speaker: Tracy Wade, is a coach, facilitator, business owner, and staffing industry expert. He has a passion for helping individuals improve their employment outlook, and his mission is to positively impact the lives of people by providing the most effective and efficient career search resources. Tracy is a life long Maryland resident that has helped hundreds of people find their career path, while serving in leadership roles for some of the world's largest employment agencies. Tracy has partnered with many commercial and nonprofit organizations to provide workforce related workshops, and he is a graduate of the University of MD.

Name _____ Title _____

Organization: _____ Email _____

Address: _____ City _____ State _____ Zip _____

Phone ____/____/____ Fax: ____/____/____

___ **Member @ \$50.00** (\$45.00 for each additional attendee from
the same agency)

___ **Non-Member @ 75.00**

Method of payment: ___ Visa ___ Mastercard ___ Check enclosed (payable to Maryland Works, Inc)

Card number _____ Exp _____ CSC Code _____ (3 digit code on back of CC)

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ADA Accommodations (please specify) _____ **Deadline for special needs is two weeks prior to program date**