



Workshop on Applying to Posts in International Organizations (or to any other private or public job)

I N V I T A T I O N



Thursday 14 February 17h30 - 19h30

Friday 15 February 17h30 – 19h30

Saturday 16 February 09h30 – 12h30

La Pastorale. La Maison Rose

106 Route de Ferney, 1202 Geneva

Maximize your Interview Skills and Resume!

The workshop aims to provide participants the required understanding and skills to enable them to maximize their interview skills and competencies for a successful interview and recruitment process. These skills are applicable to any job application in the international, public or private sectors.

The workshop is divided in the 3 modules with a total of 7 hours spread over 3 days. By the end of the workshop, participants will be able to:

- Understand the importance of being familiar with the Values, Vision Statement, Strategies and Goals and Action Plans of targeted organization;
- Practice a 2' Elevator Pitch
- Understand Competency Based Interviews (CBI);
- Identify and understand how to develop a comprehensive CV relevant to appropriate positions;
- Conduct a competency based mock interview;
- Review and rewrite attractive motivation letters.

The workshop is intended to be interactive with practical applications. Approximately 15% will have the format of lecture or presentation; 15% will be plenary discussions; 70% will be interactive, role playing and skills development.

The workshop will be led by Virginia Humud-Guerrero, Coach, Trainer, Facilitator and member of the Executive Committee of the Association of Former International Civil Servants for Development (Greycells) in collaboration with members of Greycells with extensive experience in the international, public and private sectors

The workshop is free of charge but is limited to 24 participants. Participants are **required** to attend the 3 days of the workshop; complete pre-workshop reading and bring along a **paper copy** of their most recent CV (electronic versions will not be accepted)

Should you be interested in participating and are committed to attend the 3 days of the workshop, complete the pre-workshop reading and bring a paper copy of your most recent CV; send an email including your name, institution/organisation/faculty, profession and name of mentor if applicable to the following address:

greycells08@gmail.com

You will receive a confirmation email in return