



## 2024 National Order of the Arrow Conference

### **Session:** Acing the Interview

**Lead Trainer Name:** Lyn Bair

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**Contact Phone:** (970) 379-0099

**Session Length:** 45 minutes

### **Session Description**

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This session covers key aspects of interview preparation, including researching the company, understanding the job role, and practicing common interview questions. Learners will also learn about effective communication techniques, body language, and how to make a lasting positive impression on interviewers. Additionally, the session will address how to handle challenging questions and post-interview follow-ups. Ideal for job seekers, this session aims to boost confidence and improve interview performance, significantly increasing the chances of job success.

### **Learning Outcomes**

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**Outcome 1:** Identify the Key Parts of the Interview

**Outcome 2:** Effective Communication

**Outcome 3:** Extra advice from people that make Hiring Decisions

### **Theme Connection: Seek New Heights**

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Participants have done the first step in applying for a new job, this session will help them achieve excellence in the next step, acing the interview, and moving closer to a new career.

## Facility and Material Needs

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[a computer will be needed to display the slides]

### Facility Needs

*Is this session remote delegate-compatible?* [Possible, as it will be a conversation about  
(ie. can the material be engagingly taught via the topic]  
live stream)

*Does this session need audio/video (AV) capabilities?* [Yes]  
(ie. projector)

*Are there any other specific facility needs for this session?* [Two chairs for the presenters]  
(ie. movable chairs, panel-style seating, etc.)

### Material Needs

[Please put “NOAC Training Committee” under “Source” if you need a material and cannot source it yourself - we will try to source it for you. Please note that we would strongly prefer training materials to be in a digital format and would advise against flipcharts and other physical materials. If you need microphones, extension cords, etc., please also specify those needs here.]

Material	Quantity	Source
Computer & slides	1	NOAC Training Committee (1st day of 2024 NOAC) due to scheduling
AV system/projection		
2 comfortable chairs for presenters		NOAC Training Committee

## Session Preparation Steps

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This session brings together an interviewer/presenter and a highly qualified hiring manager. It is arranged to be a conversation about the topic at hand.

**Step 1:** Presenters need to communicate about basic topics being covered and how questions will be asked and answered

**Step 2:** Slides will guide objective sections, with a summary of important points

**Step 3:** Conduct the interview in front of participants and if there is time, answer questions from the session participants

## Additional Staff Members

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Trainer Name	Email	Phone #
Jason Riley	mjriley@me.com	(512) 736-8391

## Lesson Plan

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### Trainer Action

If there is time at the end of the session, ask for open questions from the audience.

#### Introduction

6 minutes

Slides [1]-[4]

- Speaker introductions and objectives with a discussion of the format being employed during the session

#### Topic 1

10 minutes

Slides [5]-[6]

- Key parts of the Interview. Conversation (see script on slides)

#### Topic 2

10 minutes

Slides [7]-[8]

- Effective Communication. Conversation (see script on slides)

#### Topic 3

10 minutes

Slides [9]-[10]

- Extra Advice. Conversation (see script on slides)

#### Additional Topics as Needed

6 minutes

Slides [NA]

- Questions from the audience

#### Conclusion & Takeaway Challenge

3 minutes

Slides [11]

- 1) Please write down three things you will do at your next job interview to excel.
- 2) Answer these questions:
  - a) What might you STOP?

- b) What could you PRACTICE?
- c) What do you want to ADD?

## Appendix: Resources and Source Material

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[Please add all referenced sources or handouts that would be useful to share with session attendees.]

Resource	Link
Order of the Arrow, Mission & Purpose	Available online at: <a href="https://oa-bsa.org/about/mission-purpose">https://oa-bsa.org/about/mission-purpose</a>