

Education Partnerships UK (EPUK)

International Short Courses

Professional Development

BERI is the exclusive partner of EPUK



Interviewing Skills and CV Writing Certification (11 hours online learning)

This course covers the following topics:

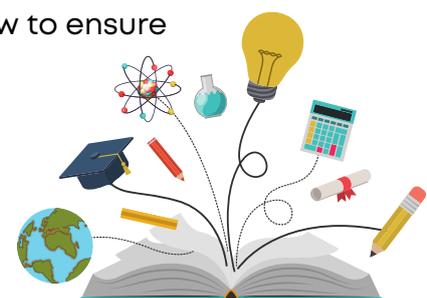
- How to write a CV that will distinguish you from the competition.
- What employers look for when they read a CV.
- How to write a cover letter that will convince an employer that you are the right person for the job.
- What you need to know about the company and your interviewer in advance of the interview, and how to use your knowledge to gain an advantage over the other candidates.
- The best way to answer popular job interview questions.
- How to handle various types of face to face interview, including group interviews and assessment days.
- How to succeed in giving an effective phone or telephone interview.
- How to learn from a bad interview experience and improve your chances of future success.
- An overview of the most common tests.
- How to negotiate the terms of a job offer during or after an interview.



Interviewing Skills Certification (1.25 hours video learning)

This course covers the following topics:

- Why there are different types of interviews and what happens at each type
- The steps that you should take in order to fully prepare yourself for the interview
- What you should wear to an interview, based on your gender
- What the most common interview questions are and how to answer them in a way that impresses the interviewer
- What you should do in the hours and days following your interview to ensure success.



Public Speaking Certification (10 hours online learning)

This course covers the following topics:

- The most effective ways in which to prepare emotionally and practically, in order to deliver a good presentation.
- Identification of the methods that enhance the credibility, authority and appeal of the speaker during public speaking events.
- Tools and techniques that enable preparation and planning, in order to improve the quality of a public presentation, to better engage the audience.
- How to use the voice and the body, in order to make an authentic connection with the audience during a presentation.
- The best ways in which to open and close a presentation, in order to optimize the effectiveness of the material being presented.
- The psychological techniques that enable a speaker to relax and how that influences the audience;
- The best techniques and tips for preparing and presenting presentation materials and visual aids that are suitable to the audience for whom the presentation is intended.



Questioning and Listening Techniques Certification (8 hours online learning)

This course covers the following topics:

- Existing questioning and listening skills are supported and enhanced, and new ones are developed.
- An understanding of the most important communication skills.
- How to communicate more effectively.
- The causes and consequences of miscommunication.
- Advice for implementing important listening and questioning skills in the workplace.
- How to identify hidden meanings in communication and how they give insight into expression.
- Learning to actively and reflectively listen, in order to reveal important information and insight.



- Effective questioning, in order to assist in analyzing information in interactions with others.
- How to effectively and accurately ask many types of questions and understand in what situations they should be asked.
- Techniques to utilize the information received from questions, in order to improve clarity and clear up ambiguity.
- How to implement an action plan, in order to enhance strengths and continue to build knowledge.
- How to provide and use positive feedback for personal development.

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Win-Win Negotiations for Conflict Resolution Certification(0.75 hours video learning)

This course covers the following topics:

- ☛ How to remain calm and have the right timing during conflict resolution negotiations.
- ☛ The science of performing a holistic conflict analysis incorporating behavioural therapy.
- ☛ How to negotiate collaboration and compromise to ensure conflict resolution.
- ☛ How to remain focused and keep negotiations on track.

Boost Your Work Efficiency Certification (2 hours video learning)

This course covers the following topics:

- ☛ Incorporating efficiency in communication, outsourcing processes and marketing.
- ☛ How to work for maximum efficiency and develop single-minded focus while minimizing errors.
- ☛ How to create outlines and multi-task while maintaining efficiency levels at the same time.
- ☛ How to incorporate efficiency in technical aspects of marketing such as creating videos, repurposing content from videos to achieve your business goals and how to use Internet tools to create impactful videos.
- ☛ How to efficiently automate your marketing campaigns so that they generate traffic on their own without constant supervision.



Developing a Career Strategy Certification (0.75 hours video learning)

This course covers the following topics:

- ☛ How to audit yourself and establish your strengths and weaknesses.
- ☛ How to define your motivations and use them to find the ideal strategy.
- ☛ The science of gaining a competitive edge to improve career prospects.
- ☛ How to improve your personal skill sets and education and find the right connections.



