



TPCTM Global
Training for Professional Competence

Mastering Interview and Group Group Discussion Skills

Unlock your potential with essential strategies for acing interviews and excelling in group discussions. Navigate the competitive job market with confidence and poise.



Interview Fundamentals: Preparation is Power



Research the Company

Understand their mission, values, and recent news like quarterly earnings and new product launches.



Understand the Role

Align your skills with 3-5 key responsibilities of the position you're applying for.



Practice STAR Method

Structure your answers for behavioral questions using the STAR method: Situation, Task, Action, Result.



Quantify Achievements

Provide specific examples with quantifiable results. For example, "Increased sales by 15% in 6 months."

Interview Communication: Beyond the Words



Non-Verbal Cues

Maintain eye contact (60-70% rule), adopt a confident posture, and offer a firm handshake.



Active Listening

Paraphrase the interviewer's questions to confirm your understanding.



Clear & Concise

Avoid jargon; aim for an average answer length of 1-2 minutes.



Ask Thoughtful Questions

Prepare 3-5 questions to showcase your genuine interest in the role and company.

Common Interview Challenges & Solutions

Challenge

- "Tell me about your weakness"
- Salary Discussions
- Nerves
- Follow-Up

Solution

- Present a minor flaw with an action plan for improvement.
- Research market rates (e.g., Glassdoor, LinkedIn averages).
- Practice mock interviews; deep breathing exercises reduce anxiety.
- Send a thank-you email within 24 hours reinforcing interest.

Group Discussions: Collaborative Assessment

Purpose

Evaluate teamwork, leadership, problem-solving, and communication skills.

Format

Typically 6-10 participants, 20-45 minutes, focused on a specific case study or problem.

Key Traits

Listening, influencing, analytical thinking, and the quality of contribution.

Common Use Cases

Management roles, consulting firms, and large-scale recruitment drives.

Effective Group Discussion Strategies

Listen Actively

Absorb others' points before responding; paraphrase for clarity.

Time Management

Keep the discussion on track;
summarize key
agreements/disagreements.



Contribute Meaningfully

Offer specific, data-backed insights;
avoid vague statements.

Facilitate & Build

Encourage quieter members, build
on others' ideas, and foster
collaboration.

Avoiding Group Discussion Pitfalls

Pitfall	Solution
Dominating the discussion	Balance talk time; aim for 15-20% of the total discussion.
Interrupting others	Wait for natural pauses; acknowledge the preceding speaker.
Aggressive Tone	Maintain a collaborative, respectful demeanor.
Lack of Preparation	Thoroughly understand the topic or case study beforehand.

Conclusion: Your Path to Professional Success

- Practice Consistently: Rehearse answers, participate in mock sessions.
- Seek Feedback: Ask for constructive criticism after interviews/discussions.
- Stay Authentic: Be yourself, showcase your genuine personality and skills.
- Continuous Learning: Adapt strategies based on evolving industry trends.

