

Training and Development Coordinator Job Interview Questions And Answers



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Training and Development Coordinator Interview Questions And Answers Guide.

Question - 1:

Do you work well within a team?

Ans:

Some people are thrown when they are asked this Training and Development Coordinator question when they are applying for a position to work alone. Every company works as a team, so you are a good team player, give an example of when you have worked well within a team.

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Question - 2:

Tell me about yourself?

Ans:

There are some questions that your potential employer aren't allowed to ask (but trust me, they probably want to). For instance, they shouldn't really ask about your family or how far away you live from your potential place of employment. If you can find a way to answer these questions anyway (with the answers they want to hear), that will give them a little added info to help them make the (right) decision!

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Question - 3:

What are your strengths As Training and Development Coordinator?

Ans:

This is one of the most common questions you will be asked. Give an answer relevant to the skills and qualities relevant to the position you are applying to. The interviewer is trying to find if your strengths match the job. For example, if you are applying for a job As Training and Development Coordinator where accuracy is an important issue, one of your strengths could be that you have an eye for detail. It may be useful to find different words to describe similar attributes and qualities in order to avoid repetition.

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Question - 4:

What can you offer me that another person can't?

Ans:

This is when you talk about your record of getting things done. Go into specifics from your resume and portfolio; show an employer your value and how you'd be an asset.

You have to say, "I'm the best person for the job As Training and Development Coordinator. I know there are other candidates who could fill this position, but my passion for excellence sets me apart from the pack. I am committed to always producing the best results. For example..."

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Question - 5:

What education or training have you had that makes you fit for this profession As Training and Development Coordinator?

Ans:

This would be the first question asked in any interview. Therefore, it is important that you give a proper reply to the question regarding your education. You should have all the documents and certificates pertaining to your education and/or training, although time may not allow the interviewer to review all of them.

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Question - 6:

What experience do you have As Training and Development Coordinator?

Ans:

The employer would want to know that not only you can do the job but you can make the difference and bring significant contribution - Simple as that.



No doubt that this is your time to perform and present yourself - You have to introduce/sell yourself to the interviewer. Prepare your answer based on your qualification, professional experience and what you've already achieved in your previous jobs. This is your time to express why you think that your professional abilities fit into the job and its requirements.

Top 10 employment experience you'd want to review:

- * Companies you worked for with dates
- * The positions you've held
- * Key projects and responsibilities
- * Achievements
- * Coursework & continues education
- * Expertise
- * Tools you used (software, hardware)
- * Knowledge of languages
- * Engagement with customers and key industry leaders
- * Team work you were involved (and your contribution)

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Question - 7:

What is your greatest professional achievement?

Ans:

Nothing says "hire me" better than a track record of achieving amazing results in past jobs As Training and Development Coordinator, so don't be shy when answering this interview question! A great way to do so is by using the S-T-A-R method: Set up the situation and the task that you were required to complete to provide the interviewer with background context (e.g., "In my last job as a Training and Development Coordinator, it was my role to manage the invoicing process"), but spend the bulk of your time describing what you actually did (the action) and what you achieved (the result). For example, "In one month, I streamlined the process, which saved my group 10 man-hours each month and reduced errors on invoices by 25%."

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Question - 8:

Why are you leaving last job?

Ans:

Although this would seem like a simple question, it can easily become tricky. You shouldn't mention salary being a factor at this point As Training and Development Coordinator. If you're currently employed, your response can focus on developing and expanding your career and even yourself. If you're current employer is downsizing, remain positive and brief. If your employer fired you, prepare a solid reason. Under no circumstance should you discuss any drama or negativity, always remain positive.

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Question - 9:

Explain a time when you did not get along with your coworker?

Ans:

I used to lock heads with a fellows. We disagreed over a lot of things - from the care of civilians to who got what shifts to how to speak with a victim's family. Our personalities just didn't mesh. After three months of arguing, I pulled her aside and asked her to lunch. At lunch, we talked about our differences and why we weren't getting along. It turns out, it was all about communication. We communicated differently and once we knew that, we began to work well together. I really believe that talking a problem through with someone can help solve any issue.

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Question - 10:

How do you imagine a typical day of an employee in our company As Training and Development Coordinator?

Ans:

Just do not say that you imagine to only walk and watch what people do. Rather try to show them your attention to details and proactive attitude to job. Mention that you would try to observe the problems, weaknesses as well as opportunities to improve the results and take measures according to it.

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Question - 11:

If you have seven white socks and nine black socks in a drawer, how many socks do you have to pull out blindly in order to ensure that you have a matching pair?

Ans:

if the first one is one color (say, white), and the second one is the other color (black), then the third one, no matter what the color, will make a matching pair. (Sometimes you're not supposed to think that hard.)

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Question - 12:

What do you like to do outside of work?

Ans:

Interviewers ask personal questions in an interview to "see if candidates will fit in with the culture [and] give them the opportunity to open up and display their personality, too.". In other words, if someone asks about your hobbies outside of work, it's totally OK to open up and share what really makes you tick. (Do keep it semi-professional, though: Saying you like to have a few beers at the local hot spot on Saturday night is fine. Telling them that Monday is usually a rough day for you because you're always hungover is not.)

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Question - 13:



What does success mean to you?

Ans:

I am punctual, I always have excellent attendance on any job As Training and Development Coordinator, I have a keen eye for both large and small details, and I am always finding ways to improve a process and shorten the length of time it takes to complete a project.

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Question - 14:

Why do you want to join our company?

Ans:

This is a question that is aimed at finding out whether you know enough about the company and the basic market. The best way to answer this question is to do some research on the company and highlight its positive points.

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Question - 15:

Why should I hire you As Training and Development Coordinator?

Ans:

To close the deal on a job offer, you MUST be prepared with a concise summary of the top reasons to choose you. Even if your interviewer doesn't ask one of these question in so many words, you should have an answer prepared and be looking for ways to communicate your top reasons throughout the interview process.

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Question - 16:

Describe to me the position As Training and Development Coordinator you're applying for?

Ans:

This is a "homework" question, too, but it also gives some clues as to the perspective the person brings to the table. The best preparation you can do is to read the job description and repeat it to yourself in your own words so that you can do this smoothly at the interview.

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Question - 17:

Do you think you have enough experience As Training and Development Coordinator?

Ans:

If you do not have the experience they need, you need to show the employer that you have the skills, qualities and knowledge that will make you equal to people with experience but not necessary the skills. It is also good to add how quick you can pick up the routine of a new job role.

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Question - 18:

Explain an occasion when you had to adapt in the face of a difficult situation?

Ans:

One of the most useful interview tactics is to remain positive about your work and achievements. This question lets the candidate draw on their own personal history to show how they have been positive and successful in the face of difficulties. Choose a specific occasion to describe, rather than dealing with generic platitudes.

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Question - 19:

How many square feet of pizza are eaten in the United States each month?

Ans:

This is a classic guesstimate question where you need to think aloud. And so first off you round the U.S. population to 300 million people (it's actually about 315 million but rounding will be much easier and your interviewer will not score you lower for rounding). Then estimate how many people eat pizza. A decent educated guess is two out of every three people, or 200 million. Now let's say the average pizza-eating person eats pizza twice a month, and eats two slices at a time. That's four slices a month. If the average slice of pizza is perhaps six inches at the base and 10 inches long, then the slice is 30 square inches of pizza. So, four pizza slices would be 120 square inches (30 times 4).

Since one square foot equals 144 square inches (12 times 12), let's assume that each person who eats pizza eats one square foot per month. Since there are 200 million pizza-eating Americans, 200 million square feet of pizza are consumed in the U.S. each month. To summarize: 300 million people in America, 200 million eat pizza, average slice of pizza is six inches at the base and 10 inches long or 30 square inches, average American eats four slices of pizza a month, four pieces times 30 square inches equals 120 square inches (one square foot is 144 square inches), so let's assume one square foot per person, and thus one square foot times 200 million people equals 200 million square feet of pizza a month.

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Question - 20:

What are three positive things your last boss would say about you?

Ans:

It's time to pull out your old performance appraisals and boss's quotes. This is a great way to brag about yourself through someone else's words: "My boss has told me that I am the best designer he has ever had. He knows he can rely on me, and he likes my sense of humor."

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Question - 21:



What do you know about the company?

Ans:

Any candidate can read and regurgitate the company's "About" page. So, when interviewers ask this, they aren't necessarily trying to gauge whether you understand the mission—they want to know whether you care about it. Start with one line that shows you understand the company's goals, using a couple key words and phrases from the website, but then go on to make it personal. Say, "I'm personally drawn to this mission because..." or "I really believe in this approach because..." and share a personal example or two.

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Question - 22:

What does quality work mean to you?

Ans:

Quality work to be is about doing work to the require or set standard, which is very important when it comes to warehouse operations.

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Question - 23:

What type of work environment do you prefer?

Ans:

Ideally one that's similar to the environment of the company you're applying to. Be specific.

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Question - 24:

What types of personalities do you work with best?

Ans:

In the past, I have found it difficult to work with others who see themselves as better than others, who can take criticism, and who refuse to work with others. I have found it challenging to work with them b/c I am a team oriented person who feels the importance of working together over the needs of the individual especially in a learning environment.

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Question - 25:

Give an example of a time you successfully worked As Training and Development Coordinator on a team?

Ans:

On the whole I prefer to stick to doing what I'm told rather than setting myself up to fail by doing things off my own bat. But there was this one time when I suggested to my boss at the pizza parlor that she try offering an 'all you can eat' deal to students to boost trade on Mondays. She thought it was an interesting idea but nothing ever came of it.

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Question - 26:

How do you keep each member of the team involved and motivated?

Ans:

Many managers mistakenly think that money is the prime motivator for their employees. However, according to surveys by several different companies, money is consistently ranked five or lower by most employees. So if money is not the best way to motivate your team, what is?

Employees' three most important issues according to employees are:

- * Respect
- * A sense of accomplishment
- * Recognition

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Question - 27:

What problems have you encountered at work?

Ans:

Wow, do we have problems! Where do I begin? Well, most of the problems are internal, just people not working well with each other. I have one person on our team who is a real problem, but it seems like management is afraid to do anything about it. So we all end up having to do extra work to cover for this person, who just doesn't work. We all say that he's retired in place. I think he's just holding on until retirement in a couple years. But he's a real problem. I complain about it--a lot--but nothing ever seems to get done. I've even written negative reviews about the person, hoping he will get canned, but it doesn't happen. I can't wait for him to retire.

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Question - 28:

What was the most important task you ever had?

Ans:

There are two common answers to this question that do little to impress recruiters:

- * 'I got a 2.1'
- * 'I passed my driving test'

No matter how proud you are of these achievements, they don't say anything exciting about you. When you're going for a graduate job, having a degree is hardly going to make you stand out from the crowd and neither is having a driving licence, which is a requirement of many jobs.

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**Question - 29:**

Tell me about a time when you had to give someone difficult feedback As Training and Development Coordinator?

Ans:

By asking this question, your interviewer hopes to learn whether you can communicate effectively, address issues in the workplace and motivate others during difficult times. Giving negative feedback requires honesty, thoughtfulness and tact. Answering this question well can help show an interviewer that you would be a good fit for a managerial position or a position that involves working closely with others.

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Question - 30:

What five words would describe you as Training and Development Coordinator?

Ans:

The hiring manager requests this of you because she wants to know more about your individual personality. This list can reveal a lot to her about who you are and how you might fit into the workplace. Your answer also gives the manager an indication of your self-perception, which is a good indicator of the type of employee you will be.

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Question - 31:

Do you consider yourself successful?

Ans:

You should always answer yes to this question. Briefly explain why without going on and on. If you communicate that you're more successful than you really are you may come off as arrogant or unrealistic. A good explanation is that you have set professional goals and that you have met some of these goals and are on track to meet more in the near future.

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Question - 32:

What type of people do you not work well with?

Ans:

Be very careful answering this question as most organizations employ professionals with an array of personalities and characteristics. You don't want to give the impression that you're going to have problems working with anyone currently employed at the organization. If you throw out anything trivial you're going to look like a whiner. Only disloyalty to the organization or lawbreaking should be on your list of personal characteristics of people you can't work with.

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Question - 33:

Are you willing to work overtime or odd hours?

Ans:

Be completely honest. You don't want to lie to get the job if you're not going to work the hours required.

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Question - 34:

Tell me why do you want this job As Training and Development Coordinator?

Ans:

Bad Answer: No solid answer, answers that don't align with what the job actually offers, or uninspired answers that show your position is just another of the many jobs they're applying for.

Good answer: The candidate has clear reasons for wanting the job that show enthusiasm for the work and the position, and knowledge about the company and job.

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Question - 35:

Tell me about a difficult decision you've made in the last year As Training and Development Coordinator?

Ans:

We all have difficult decisions in our lives. Show how you were able to arrive at it and then how you decisively acted.

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Question - 36:

Tell me about a time when you had to make a decision without all the information you needed. How did you handle it As Training and Development Coordinator? Why? Were you happy with the outcome?

Ans:

In many scenarios, you will not have all the information needed. The key is to make the best possible decision based on what you deem to be a sufficient amount of information.

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Question - 37:

Describe a time when you anticipated potential problems and developed preventive measures?

Ans:



The key here is to show that you were proactive. How did you find out about the potential problems? How did you address it quickly?

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Question - 38:

Describe your work style?

Ans:

Describe the positive aspects of your work style if possible, including: work ethic, attention to detail, interpersonal skills, skill sets (analytical or otherwise), leadership abilities, communication skills.

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Question - 39:

What motivates you to work As Training and Development Coordinator?

Ans:

Describe what makes you passionate about the work. It could be the company's vision, the product, your desire to succeed, the clients, your peers and so on. The key is to first understand what internally motivates you to do your job and then to emphasize that in a positive way

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Question - 40:

What classes did you enjoy most in college and why?

Ans:

Think back to the classes that either resonated with your passion or truly helped you to develop skills that you believe will help you in your career. Talk about those.

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Question - 41:

What types of books or magazines do you typically read?

Ans:

Describe both your personal and professional favorites. If you happen to like professional books / magazines that relate to the industry of the company you're applying for - that's definitely worth highlighting.

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Question - 42:

If you could offer suggestions on how to improve our company, what would you say?

Ans:

Examine the trends of the company and also where there may be some weaknesses (news articles often document this on public companies or look at their competitors to see how they're positioning it against them.) Then, once you have that knowledge, think creatively on how you could improve upon that weakness for them.

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Question - 43:

What are your thoughts on failure?

Ans:

Failure happens. It's a part of life. The key is understanding that you can't be perfect at everything and more importantly you're going to learn from failures to come out stronger.

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Question - 44:

Describe a time where you've failed and bounced back?

Ans:

Share a story to describe this. For example: "I accidentally made the mistake of telling a customer I could deliver on a solution set on a certain date and then later found out our business partner couldn't do it on that time. I learned that I shouldn't rush into important decisions and promises like this and that I should always check with my counterparts first before committing to a statement of work."

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Question - 45:

Have you ever mentored anyone before? If yes, describe the situation?

Ans:

Describe a time where you've helped someone else. Mentor ships can be informal so as you've helped someone over a period of time that can certainly count. The key is to highlight how you utilized certain skills/attributes like coaching, teaching, patience, communication skills, and so forth to mentor that person.

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Question - 46:

How important is a positive attitude to you?



Ans:

Incredibly important. I believe a positive attitude is the foundation of being successful - it's contagious in the workplace, with our customers, and ultimately it's the difference maker.

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Question - 47:

What would you like to have accomplished by the end of your career?

Ans:

Think of 3 major achievements that you'd like to accomplish in your job when all is said and done - and think BIG. You want to show you expect to be a major contributor at the company. It could be creating a revolutionary new product, it could be implementing a new effective way of marketing, etc.

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Question - 48:

Why should we give you this job As Training and Development Coordinator when someone else is equally qualified?

Ans:

Describe how you're unique, but make sure you tie it to the job responsibilities and how you would impact the company. For example, "I believe my unique programming skills and experience in developing over 18 best selling iphone apps will help the company develop high quality applications faster than my competitors"

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Question - 49:

What do you expect to be earning in 5 years As Training and Development Coordinator?

Ans:

Discuss how you expect yourself to be excellent at your job. Thus, it would be reasonable to expect pay that is based on the merit of your work.

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Question - 50:

Describe a time when you've been overwhelmed with work?

Ans:

Show how you were able to over the "overwhelmed" feeling - by delegating tasks, getting people on your team to help you out, or by prioritizing your work and focusing on the most important issues first As Training and Development Coordinator.

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Question - 51:

What do you look for in terms of culture -- structured or entrepreneurial?

Ans:

A good answer is to discuss the importance of having both elements in a company As Training and Development Coordinator. Structure is good to maintain a focus on priorities and making sure people are productive but having an entrepreneurial spirit can help cultivate new ideas that can truly help the company.

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Question - 52:

What techniques and tools do you use to keep yourself organized As Training and Development Coordinator?

Ans:

Utilizing a calendar, having a notebook with your "to do" list, focusing on your top 3 priorities each and every day, utilizing a systematic way of storing documents on your computer (like box.net)

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Question - 53:

If you had to choose one, would you consider yourself a big-picture person or a detail-oriented person?

Ans:

Both are important. You need to stress that. However, if you could only choose one, ask yourself As Training and Development Coordinator - do you like to be "in the weeds" with your work, or do you want to be the one painting the vision?

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Question - 54:

What do you like to do?

Ans:

Discuss your passions As Training and Development Coordinator. Ideally if it's work related that's fantastic! If not, talk about your academic / extracurricular passions and WHY you enjoy them. For example: I love playing sports because of the team work aspect - it's fun winning together! (This example shows you're a team player)

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Question - 55:



What negative thing would your last boss say about you?

Ans:
"He/She wouldn't say anything bad, but he/she may point out I could improve in a certain area, and I've taken steps to become better at those skills"

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Question - 56:

What is your greatest fear?

Ans:
We all have fears. It's okay to discuss them. Just don't dive too deeply into them. Discuss how you would work to overcome your fears. You don't want to seem weak. You want to acknowledge it's out there but that you'll be able to work through it.

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Question - 57:

What are the qualities of a good leader As Training and Development Coordinator? A bad leader?

Ans:
A good leader provides constructive criticism, motivates and inspires, coaches the mentee to be successful with their set of skills, and encourages them to push themselves. A bad leader only cares about his/her own interests and does not look out for the success of his/her staff.

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Question - 58:

Do you think a leader should be feared or liked?

Ans:
Liked. You want to work harder for people that inspire and motivate you. Fear only lasts for so long.

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Question - 59:

Tell me one thing about yourself you wouldn't want me to know?

Ans:
Talk about a trait that you would consider a weakness. No need to talk about your deepest darkest secrets here.

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Question - 60:

Tell me the difference between good and exceptional?

Ans:
Good gets the job done on time and is high quality. Exceptional is a game changer - it stands out, it's creative, it's above and beyond expectations. Tell the interviewer a story about how you were exceptional.

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Question - 61:

Who are your heroes?

Ans:
Have at least one person you consider a hero or role model. Be ready to explain why they are a hero to you and how they've inspired you to be a better person.

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Question - 62:

Why did you choose your major in college or tech school?

Ans:
People usually choose their major based on their passions or the career path they want to head towards.

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Question - 63:

What does "thinking outside the box" mean to you?

Ans:
It means not doing things exactly the same way as everyone else. You've got to challenge the status quo and bring something new to the business.

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Question - 64:

Can you perform Internet research? Please describe to me your steps in doing so?

Ans:
Internet research can entail Google searches, industry sites, news articles, social networks and company websites.



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Question - 65:

What aspect of supervision do you find the most difficult?

Ans:

Managing different personalities and keeping them focused on the goal at hand.

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Question - 66:

How do you decide what to delegate and to whom?

Ans:

Identify the strengths of your team members and their availability based on the priorities they have on their plate. From there, invest the tasks upon each member based on where you think you'll get the best return.

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Question - 67:

Tell me about a decision you made recently and how you reached it As Training and Development Coordinator?

Ans:

The key is to show that you put a lot of thought (weighing out the pros and cons) but were able to be decisive. Be sure to explain your logic in arriving at the decision.

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Question - 68:

What specific steps do you utilize in solving workplace problems?

Ans:

Analyze the problem As Training and Development Coordinator. Discuss possible remedies and resulting outcomes. Decide on the remedy and track results. Re-visit problem if it's not resolved.

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Question - 69:

How do you handle repetitive tasks?

Ans:

Some people enjoy it, others don't. Which are you? If you don't like it, can you at least do it well? And if you don't like it, be ready to explain why in a positive way (i.e. your potential is to do much more than simply be repetitive)

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Question - 70:

How do you keep others informed on work issues?

Ans:

Possible methods:

Talking to them, emailing them, sharing best practices in meetings

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Question - 71:

Tell me about the last time you had to work with someone inside or outside of your department to accomplish a goal?

Ans:

Show that you were communicative with that person and that you were able to collaborate effectively in sharing ideas and work tasks. They want to see that you can be a team player.

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