

# Interviewing Skills

## Part of the “Lifewriting Made Easy” Series

Learn how to interview family members and friends for a life story or family history project.

March 16, 2019, 1 – 4:00 p.m.

The Reach Gallery and Museum, Abbotsford. Tel. 604.864.8048. Email: info@thereach.ca  
Advance Registration and payment is mandatory. Contact The Reach for more information.

**Instructor: Philip Sherwood, *lifewriters.ca***

### **Part One – Introduction**

Participants will identify what can go wrong with an interview and the potential for causing harm.

### **Part Two – Preparing for the Interview**

Participants will learn about developing a mission statement, background research, identifying personal biases, ethical and legal concerns, and a preliminary interview. A discussion about audio recording and transcribing technology will follow.

### **Part Three – The Interview**

Participants will identify the general principles and best practices of interviewing. These include developing lines of questioning, the art of listening, tackling tough topics, a variety of questioning techniques, and closure strategies.

### **Part Four – After the Interview**

Participants will identify best practices concerning reviewing the interview and having it transcribed and stored.

### **Part Five – Your Questions**

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- **A seminar outline will be provided. Please bring a notebook and pen / pencil.**
- **There will be a 15-minute break. Coffee and tea are provided.**
- **A list of do-it-yourself resources will be provided.**