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# Technical Training Instructor Job Interview Preparation Guide.

#### Question #1

Tell me a difficult situation you have overcome in the workplace?

#### Answer:-

Conflict resolution, problem solving, communication and coping under pressure are transferable skills desired by many employers As Technical Training Instructor. Answering this question right can help you demonstrate all of these traits.

- \* Use real-life examples from your previous roles that you are comfortable explaining
- \* Choose an example that demonstrates the role you played in resolving the situation clearly
- \* Remain professional at all times you need to demonstrate that you can keep a cool head and know how to communicate with people

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#### Question # 2

What would your previous employer say is your greatest strength?

#### Answer:-

Be prepared for this question. If you have to sit and think about it it's going to appear as if you're not sure or that you've never identified your own value in the work place - not good. You don't have to have a complex response. Keep it simple and honest. For example, several possibilities could be Leadership, Problem solving ability, Initiative, Energy, Work ethic, Innovative, etc., etc.

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#### Question # 3

Why was there a gap in your employment As Technical Training Instructor?

#### Answer:-

If you were unemployed for a period of time, be direct and to the point about what you've been up to (and hopefully, that's a litany of impressive volunteer and other mind-enriching activities, like blogging or taking classes). Then, steer the conversation toward how you will do the job and contribute to the organization: "I decided to take a break at the time, but today I'm ready to contribute to this organization in the following ways."

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#### Question # 4

What is your dream job?

#### Answer:-

There is almost no good answer to this question, so don't be specific. If you tell the interviewer that the job you're applying for with his/her company is the perfect job you may loose credibility if you don't sound believable (which you probably won't if you're not telling the truth.) If you give the interviewer some other job the interviewer may get concerned that you'll get dissatisfied with the position if you're hired. Again, don't be specific. A good response could be, "A job where my work ethic and abilities are recognized and I can make a meaningful difference to the organization."

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#### Question # 5

How do you keep others informed on work issues?

#### Answer:-

Possible methods:

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

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#### Question # 6

What do you ultimately want to become?

#### Answer:



Do you want to be an entry level worker As Technical Training Instructor? Do you want to be a leader? Do you want to be an entrepreneur? Do you want to be a philanthropist? Do you want to be in middle management? Ask yourself these questions to figure it out.

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#### Question #7

Tell me about a time when you had to use your presentation skills to influence someone's opinion As Technical Training Instructor?

#### Anewor:

Example stories could be a class project, an internal meeting presentation, or a customer facing presentation.

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#### Question #8

Who are your heroes?

#### Answer.

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 # 9

Tell me about a time when you successfully handled a situation?

#### Anewor-

For this question, the interviewer wants to know what you do in a situation that doesn't have a clear answer. This will help the interviewer know how you respond to unforeseen challenges.

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#### Question # 10

What do you know about our company?

#### Answer:-

You always want to make sure that you're pretty familiar with the company that you're interviewing with. Nothing looks worse than a candidate who knows nothing about the company they say they're interested in working for. Find out everything you can about the company, its culture and its goals. You will also want to know how the company is positioned in its market as well as who its major competitors are.

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#### Question # 11

What qualities do you look for in a boss?

#### Answer:

Remain optimistic and do not be too specific. Good attributes include moral character, honesty, and intelligence since managers usually believe they possess these qualities.

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#### Question # 12

What's the last book you read?

#### Answer:-

Try to talk about a book related to the industry, for example, if you're applying for a role related to business, cite a business book.

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#### Question # 13

What are your thoughts about working from home?

#### Answer:-

This is a new policy some companies are adopting. If the company you are interviewing for allows for it, then you should be thankful for the flexibility and convenience yet state that working from home is a privilege that you would honor. The key point you want to make is that you would still be able to focus and be just as productive working at home.

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# Question # 14

Explain what are your strengths As Technical Training Instructor?

#### Answer:-

Bad Answer: Candidate is unprepared for question or only gives generic answers.

This is the most common job interview question - everybody should be expecting it. If they don't seem prepared, or give a fairly stock answer, it's probably a bad sign.

Good answer: The consensus is to go for quality, not quantity here. Candidates should give a short list of strengths, and back each one up with examples that illustrate the strength. Also, they should explain how these strengths will be useful in the job you're applying for, and use this question to say something interesting about themselves.

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#### Question # 15

You have a project due in one hour but a more important emergency that affects business needs to be fixed immediately, what do you do?

Focus on the issue that impacts the business most first.

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#### Question # 16

Basic 15 Interview Questions that Test Communication Skills As Technical Training Instructor:

For most jobs, communication skills As Technical Training Instructor are important. It's hard to work as a team if people aren't communicating well.

At some jobs, like customer service or sales, communication skills are an absolute essential.

These questions are meant to help gauge a candidate's ability to communicate. 1. How do you prefer to build rapport with others?

- 2. How would you go about simplifying a complex issue in order to explain it to a client or colleague?
- 3. How would you go about persuading someone to see things your way at work?
  4. How would you go about explaining a complex idea/problem to a client who was already frustrated?
- 5. What would you do if you there was a breakdown in communication at work?
- 6. Talk about a successful presentation you gave and why you think it did well.7. How would you explain a complicated technical problem to a colleague with less technical understanding?
- 8. Do you prefer written or verbal communication As Technical Training Instructor?
- 9. Describe a time when you had to be careful talking about sensitive information. How did you do it?
- 10. What would you do if you misunderstood an important communication on the job?
- 11. Talk about a time when you made a point that you knew your colleagues would be resistant to.
- 12. Is it more important to be a good listener or a good communicator As Technical Training Instructor?
- 13. Tell me about a time you had to relay bad news to a client or colleague.
- 14. Rate your communication skills on a scale of 1 to 10. Give examples of experiences that demonstrate the rating is accurate.
- 15. How have you handled working under someone you felt was not good at communicating?

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#### Question #17

Tell me about the most fun you have had on the job?

When answering this question, discuss situations where you completed tasks benefitting your previous employers.

#### Question # 18

Are you willing to work overtime or odd hours?

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 # 19

Tell us about a suggestion you have made that has benefited an organization you've worked for?

This is another opportunity to show the interviewer what you're capable of so make sure to be prepared for this type of question. Have an example ready and make sure its an example of a suggestion you've made that was accepted and that have positive influence. If you can come up with an example that relates to the position you're applying for that would be even better.

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#### Question # 20

How do you measure success?

There may be several good answers. Some include: you're able to set realistic, yet aggressive goals that push you and you're able to achieve them, you go the extra mile on all projects, client satisfaction is high, your boss is elated at your performance on all projects, etc.

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#### Question #21

If you could do it all over again, how would you plan your academic studies differently?

Whatever you do, just don't act bitter. A lot of times we wish we could change the past, but focus on the positive reasons and results of the decisions you already made.

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#### Question # 22

What are your thoughts on social media for this role?



#### Answer:-

Without a doubt, social media is becoming more and more pervasive in our jobs. You should stress that social media is not appropriate for personal use at work. However, if the company embraces social media in certain departments (for example marketing), then you may want to discuss how you could use it for work (as long as it applies to your role).

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#### Question #23

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

#### Answer.

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

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#### Question # 24

What's been your biggest failure to date?

#### Answer.

Describe your biggest failure and discuss what you've learned from it and ideally how you've been successful since because of that lesson.

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#### Question # 25

What type of extracurricular activities are you a part of?

#### Answer:-

Discuss the clubs / activities you were in, share a personal story about why you enjoyed it and then describe how it's helped shape you to be who you are today. For example, I enjoyed rock climbing because it taught me the value of practicing hard at a sport to become skilled in it. I bring this same diligence to my work approach today as well.

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#### Question # 26

Where do you see yourself in five years As Technical Training Instructor?

#### Answer:-

If asked this question, be honest and specific about your future goals, but consider this:

A hiring manager wants to know

- \* a) if you've set realistic expectations for your career,
- \* b) if you have ambition (a.k.a., this interview isn't the first time you're considering the question), and
- \* c) if the position aligns with your goals and growth. Your best bet is to think realistically about where this position could take you and answer along those lines. And if the position isn't necessarily a one-way ticket to your aspirations?

It's OK to say that you're not quite sure what the future holds, but that you see this experience playing an important role in helping you make that decision.

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#### Question # 27

What did you major in and why?

#### Answer:-

Tell them your major and the motivations behind why you chose it and how it's helped to prep your of this potential job.

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#### Question # 28

What's been your biggest success to date?

#### Answer:-

Talk about a story / experience about how you achieved success and be sure to share details on the results and outcome. Have it highlight a strong characteristic such as leadership, work ethic and so forth.

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#### Question # 29

How do you feel about taking no for an answer?

#### Answer:

It's good to be persistent, but not overbearing. Everyone will face rejection at some point in their life, so at some point you'll have to take no for an answer but then learn why you were turned down.

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#### Question #30

What other companies are you interviewing with?

#### Answer:-

Companies ask this for a number of reasons, from wanting to see what the competition is for you to sniffing out whether you're serious about the industry. "Often the best approach is to mention that you are exploring a number of other similar options in the company's industry,". It can be helpful to mention that a common characteristic of all the jobs you are applying to is the opportunity to apply some critical abilities and skills that you possess. For example, you might say 'I am



applying for several positions with IT consulting firms where I can analyze client needs and translate them to development teams in order to find solutions to technology problems.'

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#### Question #31

What is your biggest regret to date and why?

#### Answer:

Describe honestly the regretful action / situation you were in but then discuss how you proactively fixed / improved it and how that helped you to improve as a person/worker.

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#### Question #32

Are You a 'People' Person?

#### Answer:-

Although it may be phrased a little differently, the gist of this question is clear:

Do you like being around people? If you don't, being a medical assistant isn't a good fit for you. After all, you'll be working directly with patients throughout the day. It helps a lot if you sincerely like interacting with them. While answering this question, make sure to mention that you like helping people too. This will drive home the point that you are a talented medical assistant and would be a valuable part of the team As Technical Training Instructor.

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#### Question # 33

What are three positive character traits you don't have?

#### Answer-

List three attributes that you aspire to attain / build in the next few years - and then explain how you would develop those.

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#### Question #34

What are your lifelong dreams?

#### Answer:-

If your dreams don't relate to the job closely, make sure you highlight aspects of the job that will help develop the skills that will help you with your dreams. Ideally, you want your dreams to relate strongly to the career path you're interviewing for though.

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#### Question #35

How do you imagine a typical day of an employee in our company As Technical Training Instructor?

#### Answer:-

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 # 36

How have you achieved your success?

#### Answer:-

Discuss stories of how you've progressed over the years to achieve success. People relate best to stories.

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#### Question #37

What are you passionate about?

#### Answer:-

Ask yourself - what are your core passions that you wake up excited to act on each and every day? Ask yourself what makes you happy or drives you - is it helping others? Is it making money? Is it creating something? Is it about changing the world? Etc.

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#### Question # 38

How open are you to relocation?

#### Answer:-

If you're not, then say you're not. Don't lie about it just to get the job. There's no point if you won't move for the job anyway and lying is unethical. If you are open to relocation As Technical Training Instructor, let them know which areas you'd be willing to relocate to.

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#### Question # 39

What are you most proud of?



#### Answer:-

You should be proud of all your achievements As Technical Training Instructor! We just don't have time to hear them all as interviewers most likely. Focus on 1 really good achievement that showcases characteristics like the following: Integrity, competitiveness, resourcefulness, intelligence, persistence, and so forth.

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#### Question # 40

What are some of the things that you and your supervisor disagree upon and how do you resolve them? What do you do when you are pressed for a decision?

#### Answer:-

The key is that you openly communicate your thoughts to your supervisor to explain your position and try to come to a mutual decision together. Also be sure to listen to his/her thoughts so that you can potentially compromise. When you're pressed for a decision, make sure you've put thought into the reasons as to how you arrived at it and then decisively make it.

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#### Question # 41

How well do you know this industry?

#### Answer:-

Two things businesses need to pay attention to in their industries are what their competition is doing and the customers. You may not always agree with your competitors but it is important to be aware of what changes they are making. Very well. I have been in the industry for over 6 years.

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#### Question # 42

If someone had to say something negative to you, what would they say?

#### Answer:-

Again, be honest about sharing a story here about someone who may not have gotten along with you in the office here and explain how you were able to fix that relationship or change your attitude/action to be a better person / coworker.

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#### Question #43

How do you evaluate your ability to handle conflict?

#### Answer:-

I pride myself on being a good problem solver. Through my previous job and management positions I have faced numerous conflicts in different situations, and my experiences have helped me to hone my issue resolution skills. I believe that it is important to get to and address the root of the issue, in a respectable manner.

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#### Question # 44

What types of personalities do you work with best?

#### Answer:

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 # 45

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

#### Answer:

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 # 46

Give me an example of when you competed hard and won?

#### Answer:-

You can reference many different areas here when discussing a story of where you won in competition: Work experience (ideal), sports, clubs, classes, projects.

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#### Question # 47

How would you rate your communication and interpersonal skills for this job As Technical Training Instructor?

#### Answer:-

These are important for support workers. But they differ from the communication skills of a CEO or a desktop support technician. Communication must be adapted to the special ways and needs of the clients. Workers must be able to not only understand and help their clients, but must project empathy and be a warm, humane presence in their lives.

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#### Question # 48

What techniques and tools do you use to keep yourself organized As Technical Training Instructor?

#### Answer:

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 # 49

There's no right or wrong answer, but if you could be anywhere in the world right now, where would you be?

#### Answer:-

Just be honest about where you'd like to be - you never know - you may end up bonding with the interviewer with the location. However, you want to stress that you want to work out of the location that you're interviewing for.

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#### Question # 50

How have you changed in the last five years?

#### Answer-

All in a nutshell. But I think I've attained a level of personal comfort in many ways and although I will change even more in the next 5-6 years I'm content with the past 6 and what has come of them.

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#### Question # 51

Do you think you have enough experience As Technical Training Instructor?

#### Answer:-

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 # 52

Describe to me the position As Technical Training Instructor you're applying for?

#### Answer:

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 #53

How would you define success?

#### Answer:-

Success is defined differently for everybody. Just make sure the parameters are defined by you with regards to work life balance, financial gain, career growth, achievements, creating meaningful work / products and so forth. If you can clearly articulate what it means to you that is a strong answer.

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#### Question # 54

If I talked to your three biggest fans, who would they be and why?

#### Answer:

If you can reference three professionals with executive titles (CXO, VP, Director, Manager), that carries a lot of weight. Make sure you highlight how you've helped them achieve their biggest objectives and how that's made them your fan.

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#### Question # 55

How do you handle stressful situations?

#### Answer:-

By remaining calm, weighing out all my options and executing a plan to get the situation resolve.

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#### Question # 56

Have you got any questions?

#### Answer:

This is your final opportunity to persuade the interviewer that you are the right candidate for the job. Now is not the time to ask questions about holidays, pay or pensions - all these things can be asked later when you get an offer of employment. Now is the time to ask about any reservations that the interviewer may have about your suitability for the role. You will then give yourself one last chance to persuade the interviewer that you are the right candidate for the job.

Example Thank you. I think we have covered everything. Before we finish the interview I would like to take the opportunity to ask if you have any reservations

about my suitability for this role?



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#### Question # 57

What type of work environment do you prefer?

#### Answer:-

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

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#### Question #58

What does quality work mean to you?

#### Answer:

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 #59

How do you plan to go by an example for your subordinates?

#### Answer:-

Sticking to the rules by yourself, working hard and not mind participating on basic tasks is a good answer.

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#### Question # 60

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

#### Answer:-

A good answer is to discuss the importance of having both elements in a company As Technical Training Instructor. 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 # 61

How good are you at problem solving?

#### Answer:

Describe the problem first and then discuss how you were able to fix it.

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#### Question # 62

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

#### Answer:-

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 # 63

How do you ensure all of your work gets accomplished in a productive manner?

#### Answer:-

The key is to prioritize what's important in your work and to stay organized to accomplish the tasks. A strong work ethic also helps.

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#### Question # 64

What do you think is your greatest weakness?

#### Answer:-

Don't say anything that could eliminate you from consideration for the job. For instance, "I'm slow in adapting to change" is not a wise answer, since change is par for the course in most work environments. Avoid calling attention to any weakness that's one of the critical qualities the hiring manager is looking for. And don't try the old "I'm a workaholic," or "I'm a perfectionist.

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- 1: <u>Training Coordinator Frequently Asked Interview Questions and Answers Guide.</u>
- 2 : Volunteer Coordinator Frequently Asked Interview Questions and Answers Guide.
- 3: <u>Technical Trainer Frequently Asked Interview Questions and Answers Guide.</u>

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