



EMERGENCY TRAINING ASSOCIATES, LLC

FIRST LEVEL PROMOTIONAL EXAM PROGRAM

**The following are the training modules for our complete
1ST Level Supervisor's Promotional Training Program:**

MODULE 1 - OVERVIEW OF THE 1st LEVEL PROMOTIONAL EXAM SEMINAR (3 HRS)

This module will cover the Civil Service job descriptions for all involved positions along with covering the Civil Service 1st Level Promotional Exam Administrative guide to cover the components of the exam, how it will be graded, how to study, review of the references, and finally how to organize yourself for the exam.

MODULE 2 - MULTIPLE CHOICE TEST TAKING STRATEGY SEMINAR (3 HRS)

This module will teach the parts of a multiple choice question like those on the written portion of the exam. Also covered will be how to read the question, how to analyze your choices, and how to increase your chances of selecting the correct response. Extensive examples and practice will be conducted during this seminar.

MODULE 3 - STRATEGIES FOR PREPARING YOUR ORAL PRESENTATION (6 HRS)

This training module will cover the parts of a presentation and the strategies of how to read and diagram a scenario. Note taking skills and how to use your notes to organize your presentations are other topics that will be covered in this training. Finally, classifying the types of scenarios likely to be given on the exam and how to approach each type of scenario will also be discussed. Attendees will have extensive supervised practice during this training on taking notes from the different types of scenarios appropriate for the 1st Level Supervisor.

MODULE 4 - STRATEGIES FOR PRESENTING YOUR ORAL PRESENTATION (12 HRS)

This training module will cover strategies on how to organize your presentation no matter what scenario is given. In addition, an extensive amount of time will be taken during this training on organizing presentations from the notes taken from given scenarios under the supervision of the instructors. Tips for managing your time will be covered in this module. At the end of this training, each attendee will be filmed and provided a DVD of their first presentation to be used as a baseline for future presentations.

MODULE 5 - PRACTICE EXAMS IN TESTING ENVIRONMENT (6HRS)

This training module will be a six hour class where the attendees will be brought through the actual timed oral presentation as it is conducted with Civil Service. At the end of this training module, each attendee will be given a DVD of their presentation for each to examine. A critique of the quality of their presentations, what needs to be done to improve future presentations, along with the technical accuracy of their presentation will be provided by the instructors.

ADDITIONAL PRACTICE, SUPERVISION, AND CRITIQUE

Additional time for supervised practice on presentations under strict regiment such as used in training module 5 with a copy of all presentations on a DVD along with critiques from the instructors will be at a cost of \$100.00 per hour.