

EMERGENCY TRAINING ASSOCIATES, LLC



FIRE CAPTAIN / LIEUTENANT FIRST LEVEL SUPERVISORY PROMOTIONAL EXAM SEMINAR SERIES

ORAL COMMUNICATIONS SKILLS

Book knowledge and experience will only get you so far in the civil service oral exam process. Good oral communication skills will put you over the top. If you cannot present what you know in a logical, coherent, and professional manner your score will suffer.

This 6-hour module is intended to prepare candidates on how to deliver oral presentations for the NJ Civil Service First Level Supervisor Promotional Exam in a logical and professional manner so that the candidate looks, sounds, and demonstrates confidence in their ability to handle any situation.

Practice to improve the following:

- Oral communication skills
- Presentation skills
- Video-taped sessions with assessor analysis

INSTRUCTORS:

DEPUTY CHIEF BRUCE VANDER VOORT – PATERSON FIRE DEPT.

DEPUTY CHIEF JOHN RIKER – NEWARK FIRE DEPT.

PETER TOM, Ed.D. – HR AND MANAGEMENT CONSULTANT

DATE: WEDNESDAY, FEBRUARY 15, 2012 or THURSDAY, FEBRUARY 16, 2012

(DUAL TRACK – SELECT ONE OF THE DATES ABOVE)

TIME: 9:00 A.M. - 3:00 P.M. (LUNCH PROVIDED)

LOCATION: WEST PATERSON FIRE CO 1 HALL

**CORNER OF WEST 35TH ST. & PROVIDENCE AVE.
WOODLAND PARK, N.J. 07424**

PRICE: \$150.00 Cash and Check

\$150.00 + \$5.00 (Online Processing Fee) = \$155.00 Online Payment

REGISTRATION DEADLINE: MONDAY, FEBRUARY 13, 2012

FOR INFORMATION OR TO RESERVE A SEAT

CALL: 973-638-2609

WEBSITE REGISTRATION: WWW.ETAEMERGENCYTRAINING.COM