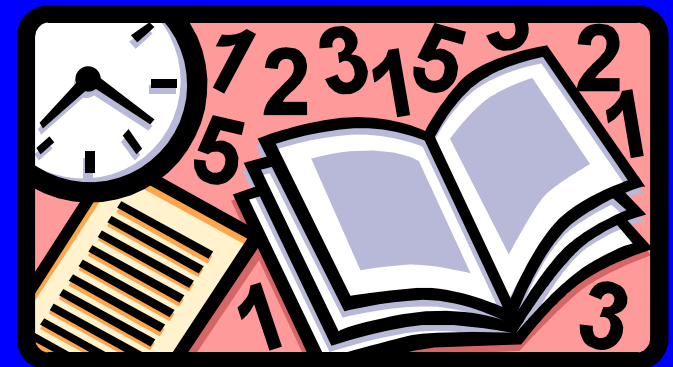


**City of Miami
Firefighter Examination
Training**

Program Goals...

Review...

- ① Study Skills
- ② Test Taking Tips and Strategies



What To Expect...

Test Components...

- Written Test

Later...

- Physical Agility Test
- Drug Test
- Polygraph
- Background Investigation



Overview: Preparing For Your Exam...

① *Examination Content and Format*

- See study guides

② *Study Tips and Strategies*

- Learning Environment
- Personal Learning Styles
- Studying, Learning, and Memory
- Reinforcing Learning and Self Study
- Overcoming Test Anxiety and Stress



Examination Study Tips And Strategies: How To Begin...

- ① *Know the Facts and Organize Yourself:*
Exam Date/Time/Location, Basic Format and Instructions, Scoring Procedures
- ② *Know Your Strengths and Weakness and Preferred Learning Style*



Examination Study Tips and Strategies: How To Begin (Continued) ...

- ③ Focus Yourself on *Goals*
- ④ *Plan* a Study Schedule (Prime Study Time, Place, Prioritized Needs, Resources)
- ⑤ Develop Your *Support System*
- ⑥ Take Care of Your *Physical and Mental* Health and Well-being



Examination Study Tips and Strategies...

Focusing On Learning...

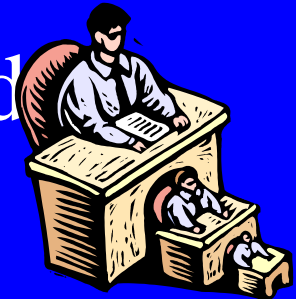
- ① Create a Comfortable, Quiet *Environment*
- ② *Review* Study Materials *Over Time*, Rather Than One Massive Study Session



Examination Study Tips And Strategies (Continued) ...

Focusing On Learning...

- ③ *Review* Information that You are Unfamiliar with – e.g., Words, Policies and Procedures
- ④ *Take Notes* Efficiently for Retention
- ⑤ Use *Practice Tests* to Gauge Your Progress and Needs – Remain Focused



Example

Goal: Effective Listening and Note Taking...

- *Take Notes:* Phrases, Abbreviations
- *Seek Understanding:* Meaning
- *Organize Information:* Key Facts



Example

Goal: Understanding – Not Memory...

- *Maintain Focus:* What is this about?, Why is this Important?
- *Paraphrase:* What is the Main Idea?
- *Practice and Reinforce:* “Thinking and Reasoning Skills”

Understanding Learning, Memory, and Thought Patterns...

- *Preferred Styles of Learning*

- Visual (See)
- Auditory (Hear)
- Kinesthetic (Touch)

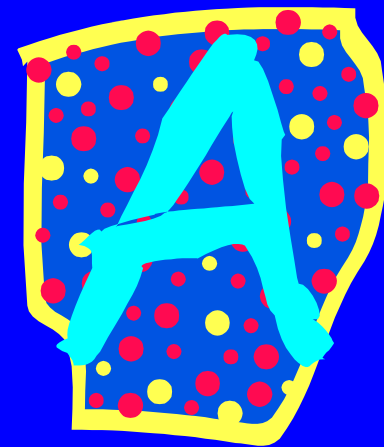


- *Memory and Information Processing*

- Short-Term vs. Long-Term
- Immersion and Reinforced Learning

Some Learning Strategies...

- *Distributed Practice*: Short, Frequent Study Sessions
- *Associations*: Practical Applications of Information



Some Learning Strategies (Continued)

...

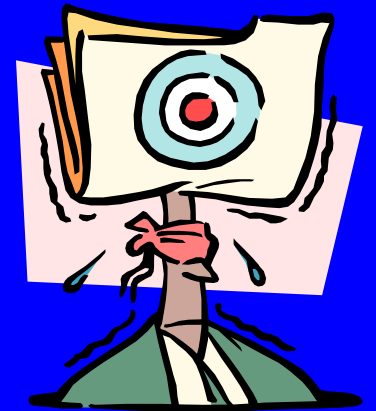
Learning Reinforcers...

- Use of *Visual Aids*
- *Verbal Rehearsal*
- *Mnemonics* – Memory Trick-- ie.,
Acronym (eg., Roy G. Biv for Colors of
Rainbow)



Understanding and Managing Stress and Test Anxiety...

- Recognize and *Acknowledge* Your Symptoms
- *Understand the Source*: Risk, Fear, Self-Esteem, Peer/Family Pressure
- *Gain Perspective*, Confront Fears
- Be Overly Prepared



Understanding and Managing Stress and Test Anxiety

(Continued) ...

- *Visualize* Your Success
- *Manage Your Stress:* Physically and Mentally
 - Sleep (Cycle)
 - Nutrition (Healthy Habits)
 - Exercise (Metabolic Regulation)
 - Relaxation (Techniques)



THE END

Good Luck!

