

Assessment Center Preparation



Assessment Center Preparation Modules

- 1) Learning Strategies and Preparation for Multiple-Choice Formatted Testing
- 2) In-Baskets
- 3) Operational Exercises
- 4) Subordinate Issues

Learning Strategies: Improving Cognitive Study Skills and Preparation for Knowledge-Based Multiple Choice Formatted Testing

Length: 4-hours

Laws and policies are constantly expanding, further challenging the employees' ability to remain current in the foundational aspects of their jobs. This workshop assists employees and students of all ages and tenure by improving their study habits and exposing them to multiple choice knowledge based testing formats and test-taking strategies.

Topics included within the workshop address the following objectives:

- Acquire note taking methods designed to manage large content mastery
- Learn mnemonic methods to study and improve cognitive recall
- Review multiple choice test question design protocols
- Practice responding to multiple choice questions
- Analyze testing related structures, for example, eliminating distracters
- Discuss approaches to enhancing testing readiness

In Baskets: Squad Management & Administrative Skills for Supervisors (ASPS)

Length: 1 eight-hour day (Concludes with Sergeant In-basket Exercise)

The squad management workshop enhances the administrative skills needed by front-line patrol supervisors leading and managing teams of officers. Facilitators with more than 60 years of combined patrol experience will help participants develop and further approaches to the administrative skills associated with the daily role of a front-line patrol supervisor. Topics will include squad management, scheduling, coordinating, correspondence routing, squad cohesion, and general performance management related to the role of a front-line patrol supervisor. Participants will also have the opportunity to apply their learned skills along with leadership, management, written communications, critical thinking, decision-making, judgment, supervision, and organizing in an in-basket testing environment so that they can experience how behaviors and skill sets are often measured. Note that a separate workshop addresses written correspondence such as letters and memoranda.

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Operational Exercises: Operational Readiness for Supervisors

Length: 1 eight-hour day (Concludes with Operational Sergeant Exercise)

The Operational Readiness workshop is designed to assist front-line supervisors to think critically, make decisions, and address operational skills needed by front-line risk managers. Facilitators with more than 100 years of combined operational experience will help participants develop and further the skills associated with front line operations including leadership, decision-making, scene management, squad cohesion, and general scene management. Participants will have the opportunity to apply their learned skills along with leadership, critical thinking, decision-making, judgment, supervision, organizing, and planning during a simulated in-basket testing environment so that they can experience how behaviors and skill sets are often measured.

Subordinate Issues: Performance Management & Interpersonal Skills for Supervisors

Length: 1 eight-hour day (Concludes with Role Play Exercise)

Workshop objectives will further the participants’ ability to interact with subordinate employees or coworkers. Each participant will analyze supervisory approaches and further the interpersonal communication skills necessary to deal with related performance management issues, underlying contributing factors, or matters requiring supervisory probing and questioning of others. Participants will have the opportunity to apply their learned skills along with leadership, management, critical thinking, decision-making, judgment, supervision, organizing, and planning in a simulated role play testing environment so that they can experience how behaviors and skill sets are often measured.

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