



# Aspiring Fire Officers

*"Fire Officer Training"*

## Oral Presentations

# Prepare NOW!

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- Attend PIA's
- Get involved with committees
- Read trade journals



# Read the Directions

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- Re-read the directions
- Understand the objectives
- Budget your time



# Create An Outline

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- Clustering
- Brainstorming
- Speaking points



# Decide How You Want To Organize Your Information

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- 3 x 5 cards
- Legal tablet
- Computer outline



# Know Your Audience

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- Inquire before you enter the room
- Learn the evaluator's names and respective ranks (look at collar brass)



# Entering the Room

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- Shake hands with the raters (if permitted)
- Repeat their names and remember them!
- Remember that you are being graded from the moment they see you



# First Impressions

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- Get a haircut
- Press your uniform
- Make certain your tie is straight





# Set Up the Room the Way You Want It

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- Identify where you are supposed to be
- Use the dry erase board to present your outline
- Organize your notes BEFORE you begin speaking



# Begin Your Presentation

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- Introduce yourself (remember to assume the role)
- Explain the purpose of the meeting
- Provide an outline of what to expect



# Rules of Oral Presentations

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- Tell them what you are going to cover
- Explain the time frame
- Present your topic
- Summarize what you told them
- Ask if they have any questions



# Monitor Your Time

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- Remember, this is a timed exercise
- Presentation too short.....
- Presentation too long.....



# Subjective Criteria

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- Do you look the part?
- Do you act the part?
- Do the raters see themselves in you?



# Grading Criteria

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- Oral presentation skills
- Use of proper grammar
- Subject knowledge
- Stay on point
- Ability to command a room
- Rapport with evaluators



# Good Luck!

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Those who prepare are  
usually rewarded.



# Questions?



[AspiringFireOfficers.com](http://AspiringFireOfficers.com)