

**TRAINING OFFICER
STUDY GUIDE**

A written examination for the class of **TRAINING OFFICER** to be administered in **BATON ROUGE** on **MAY 16, 2016**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>TRAINING</p> <p>Knowledge of the procedures for evaluating the training needs of the department, and for developing and implementing an effective training program, including serving as an instructor.</p>	20.0%
<p>FIREGROUND OPERATIONS</p> <p>Knowledge of fireground operations sufficient to train department personnel in areas of basic fire fighting, hydraulics, nozzle and hose handling, CPR, forcible entry, ventilation, salvage and overhaul, fire attack, and safety.</p>	24.0%
<p>TOOLS AND EQUIPMENT</p> <p>Knowledge of the care, operation, and correct uses of all fire department tools and equipment in order to train department employees in the use of these, including the following: protective breathing apparatus, ladders, and extinguishers.</p>	16.0%
<p>FIRE PREVENTION AND SAFETY</p> <p>Knowledge of fire prevention procedures and safety, sufficient to develop a safety program and train departmental employees in safety and fire prevention.</p>	8.0%
<p>FIRE SERVICE MANAGEMENT</p> <p>Knowledge of the principles of effective fire service management, involving researching and planning the operations of the training division; and the general care and maintenance of apparatus and equipment; and performing public relation duties.</p>	12.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
RECORDS/REPORTS/CORRESPONDENCE Knowledge of effective records-keeping practices, including preparation and content, and knowledge of effective report preparation procedures, including the compilation of data into an effective written format for reports.	8.0%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to direct, to resolve conflicts, to maintain discipline, and to evaluate work of employees participating in a training program.	12.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.
NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.
Fire and Emergency Services Instructor, 7th ed., 2006.
Fireground Support Operations, 1st ed., 2002.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

MANAGEMENT IN THE FIRE SERVICE, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 4th ed., 2008.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.