

Learn what you need to know to pass

This workshop is designed for the working individual who is seeking to write qualifying exams for various regulated occupations. If you haven't been in a classroom for many years and are now attempting to complete preparatory courses and pass qualifying exams, then this workshop will be valuable to you.

The workshop is specifically designed to the unique needs of adult learners who are struggling with self-instructional, distance or compressed format learning and who are experiencing some difficulty in preparing for and completing professional and regulatory examinations.

This one-day workshop covers all the essential skills areas that you will need to thoroughly prepare for that all important qualification exam. You will learn how to use a proven method for effective study, prepare and write exams with confidence.

Learning Outcomes

Upon completion of this workshop, participants will be capable of:

1. Describing how information is processed and learned
2. Applying effective time management principles to their studying
3. Utilizing proven methods of study
4. Recognizing study strategies that will work for them
5. Producing good study notes and summaries
6. Reducing anxiety and stress that may interfere with effectively writing an examination
7. Using multiple strategies for writing examinations

Topics the workshop will cover:

- Understanding how we process and learn information
- Short-term memory vs. long-term memory
- Using rehearsal
- Strategies for retrieving facts from memory

Time Management

- Value of a schedule
- Strategies for setting a schedule
- Effective ways to revise a schedule
- Balancing your studying and your job

The process of studying

- How to use your time
- Where to study
- Developing good study habits

Study Strategies

- Understanding thinking and reading speeds
- SQ3R method
- Reading effectively
- Grasping seeking central ideas
- Remembering Important details
- Using practice exams



Taking Notes

- Note taking in lectures/class
- Making summary notes from textbooks/handouts
 - Find the topic sentence
 - Find the supporting details
 - Find important terminology
 - Using numbers
 - Using brackets and abbreviations
- Creating study tools that match your learning style
 - Visual
 - Auditory
 - Kinesthetic
- Mnemonics

Handling Test Anxiety

- Signs of test anxiety
- Sources of Anxiety
- Preparations for test
 - Physical
 - Emotional
 - Mental
- Strategies for minimizing stress

Examination Strategies

- Using Exam Time Wisely
- Surveying
- Knowing the Ground Rules
- Which Questions to Answer First
- Finding Clue Words
- Reading Multiple Choice Questions
- Reading Essay Questions

Preparing for upcoming exams probably seems like a daunting task, even if you are on top of your course material already. The right kind of exam preparation may help to alleviate the stress of sitting down to write. You will go in feeling organized and in control.

Scheduled Dates

2006

BIDS 1610
9 am to 3 pm/Whitby
\$99 + GST

Saturday, February 25
Saturday, March 25
Saturday, April 22
Saturday, May 13
Saturday, June 24
Saturday, July 29
Saturday, August, 19

To register call

905-721-3000
Or
1-800-461-3260

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