Session 12: Technical Skills Facilitator Guide

SESSION GOALS

The technical skills portion of this session will present information on mechanical and spatial reasoning. After the introduction, participants will take two assessments and then discuss their results and strategies for completing the assessments successfully. Participants will also be given the opportunity to assess whether they might want to pursue further practice and coaching sessions before the need to complete the assessments as part of a hiring process.

The session begins using the PowerPoint presentation to cover a description of the assessments and the kind of questions to expect. Next, participants will complete two assessments, discuss their approach to finding the correct answers and discuss whether they will need further practice.

Also covered as part of this session is the EEi pre-employment testing. This will be required for most positions.

The learning objectives for the session include:

1. Define mechanical and spatial reasoning
2. Recognize how these reasoning skills are used on the job
3. Identify the knowledge and skill sets required for EEi pre-employment testing

PREPARATION

Review the contents of the lesson to understand the content and the timing. Study the content to develop questions for discussion and add anecdotes and examples to illustrate the content being presented.

Print, prepare and gather all materials in the Materials section below.

MATERIALS

Sign-in sheet (need to create) and Pens
Participant Guide containing all items with an * *below*
Technical Skills and EEi Pre-Employment Testing PowerPoint Presentation
*Thumbnails of Technical Skills and EEi Pre-Employment Testing PowerPoint Presentation**
*WISE Pathways Action Plan for Session 12**
*WISE Pathways Participant Evaluation for Session 12**
*Mechanical Reasoning Assessment**
*Spatial Reasoning Assessment**

SCHEDULE

Before Class	**Sign-In, Mingling, Materials** Make sure everyone signs in and receives a Participant Guide. The Facilitator should personally greet everyone who enters the room, creating an atmosphere of excitement, energy, and interest.
10 minutes	**Introduction** Recap what was learned in the previous session. Ask participants if anyone would like to share an aspect of their action plan. State learning objectives for the session.
10 minutes	**Mechanical Reasoning Portion of the PowerPoint Presentation** View the Mechanical Reasoning portion of the Technical Skills & EEi Testing presentation to inform participants about the abilities and the test questions used to assess them.
40 minutes	**Mechanical Reasoning Assessment** Give participants the Mechanical Reasoning Assessment to answer the questions and determine their scores. Ask about difficult questions and project them on the screen to discuss the reasoning used to answer them successfully.
15 minutes	**Break**
10 minutes	**Spatial Reasoning Portion of the PowerPoint Presentation** View the Spatial Reasoning portion of the Technical Skills & EEi Testing presentation to inform participants about the abilities and the test questions used to assess them.

40 minutes	**Spatial Reasoning Assessment** Give participants the Spatial Reasoning Assessment to answer the questions and determine their scores. Ask about difficult questions and project them on the screen to discuss the reasoning used to answer them successfully.
45 minutes	**EEi Pre-employment Testing Portion of Presentation** Use the Technical Skills & EEi Testing presentation (ff/ testing section) to describe the tests that will be required for specific jobs. **Go to a practice test web site and show the practice tests and tutorials.**
10 minutes	**Wrap-up, Action Plan and Evaluation** Answer any questions the participants may have then have the participants fill out the Action Plan and the Evaluation for this session.

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