

Soft-Train



*At Soft-Train
Technology Works*

Listening and Memory Skills (2 Days)

COURSE GOAL: The student will learn memory-boosting techniques such as mnemonic devices, visualization, chunking and clustering, and mental triggers.

PREREQUISITES: None

LEARNING OBJECTIVES:

Upon completion of this course, the student will be able to:

- Effectively decrease anxiety levels and combat the negative emotions that can affect recall
- Create powerful backup systems to help trigger associations
- Exercise both body and mind, and improve overall health to improve memory
- Get the kind of restful sleep that will increase one's ability to retain information

KEY TOPICS:

I. How Your Memory Works

- A. A Quick Historical Overview
- B. Understanding the Process

II. How Good is Your Memory

- A. Creating a Memory Journal
- B. Pay Attention!!!

III. Improving Your Health and Your Memory

- A. Decrease Stress and Anxiety to Remember More
- B. Increase Your Energy to Boost Your Memory Power

IV. It's all About Me!

- A. Applying the All About Me Principle

V. Remembering More by Remembering Less

- A. Using Schemas and Scripts to Help You Remember
- B. Chunk It and Categorize it
- C. Rehearse...Rehearse... Rehearse...and Review

VI. Repeat It!

- A. Talk About It
- B. Tell Yourself a Story
- C. Remembering a Story

VII. Back to the Basics

- A. Take a Letter
- B. Linked In and Linked Up
- C. Find a Substitute
- D. It's All About Location

VIII. Be a Recorder

- A. Record and Replay
- B. Record it Well
- C. Play it Again, Sam!

IX. Body Language

X. Let Your Intuition Do the Walking

- A. Recalling Information from a Book
- B. Recalling a Scene from a Movie
- C. Recalling a Situation or Event

XI. Remembering Names and Faces

- A. Repeat and Rehearse
- B. Mention Anything Special About the Name
- C. Create a Visual or Mental Association with the Name

XII. Remembering Important Numbers

- A. Using the Numbers Shapes System
- B. Using the Rhyme Number System
- C. What's Your Number

XIII. Walk the Talk: Speeches, Presentations, and Meetings

- A. Don't Try to Memorize it All
- B. Create an Outline or Mind Map with Key Words or Trigger Words
- C. Using Relaxation Technique to Overcome Anxiety