



How to Improve Your Memory

Workshop Duration: 1 Day

Facilitation in English

Workshop Description

An effective memory is an important asset if you are to be successful in both your personal and professional lives. A good memory is not necessarily something you are born with; it's a skill that can be improved/refined through proper training and the introduction of practical memory techniques. In this workshop, you will learn how your memory works and how to apply specific techniques to problems you encounter in your life on a daily basis. You will improve your ability to recall information and have a more efficient and effective memory.

Who Should Attend

Managers, employees, consultants and professionals who want to learn how to expand their memory abilities.

What You Will Learn

How your memory works

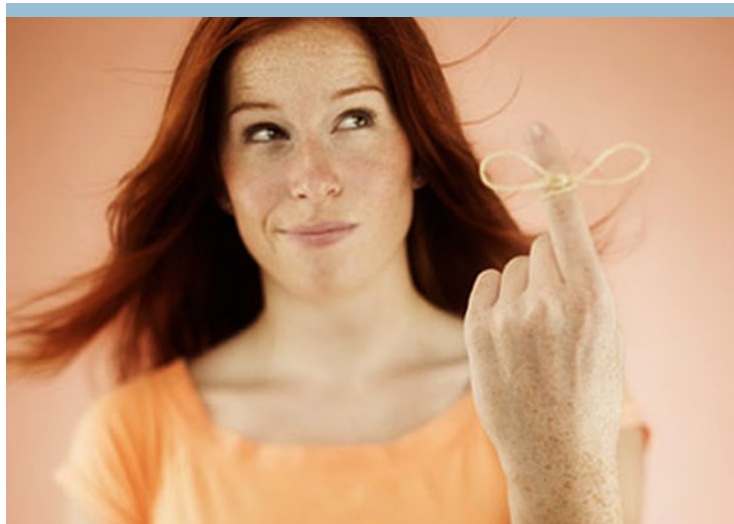
- Common memory myths and misconceptions
- What makes us forget: the basic reasons for forgetting
- Memory as a 3 step process: registering, retaining, retrieving
- Memory types: verbal, visual and kinesthetic
- The three stages of memory: immediate, short & long term memory
- Memory lapses: appreciating normal memory distortion

Understanding the master memory principles

- Self-concept and memory: how personal beliefs affect memory
- Memory and personal organization: remembering where you put things
- Selective memory: avoiding the paralysis of information overload
- The critical principles of attention, interest and repetition
- Your memory as a filing system
- Association and how it works
- Using visual imagery to enhance your memory power

Memory skills: applications/techniques

- Managing your memory: using external supports as reminder systems
- Remembering things to do (TTD)
- How to remember more of what you read
- Applying memory techniques in the learning process
- Maximizing your ability to remember numbers: the phonetic system
- Using locations to help you remember: the Loci System
- Memory jogging: tips and techniques in re-remembering



How to remember names and faces

- General rules for remembering names/faces
- Major do's and don'ts for remembering people
- How to recognize and remember people out of context

At the end of this workshop, you will be equipped to:

- Implement strategies for remembering everyday details
- Apply principles for strengthening your short and long term memories
- Understand the connection between stress, anxiety and memory
- Apply tools and techniques in remembering names and numbers