



4D Group

Effective Memory Techniques

Who would benefit?

Memory skills are integral to business; we must remember important facts, names, faces, dates and the content, at least in overview, of the meetings that we attend. Perhaps you want to hone your memory skills in order to pass an examination?

This programme will help you to develop techniques to improve your memory, and your ability to recall information, for all kinds of things. We will review some easy to learn practical techniques to help you become more effective in business, study and life.

The course is suitable for those wishing to improve their ability to memorise and recall information

Objective

By the end of this course, you will be able to:

- Appreciate the importance of improving recall rather than memory per se
- Understand, in overview, the concept of holistic memory
- Be aware that there appears to be different types of memory and different techniques to access it
- Use a practical 'pegging' technique to recall lists – in any order
- Develop techniques to improve your success in exams
- Improve your ability to remember names and faces

Contents

- The perfect memory?
- Names, faces numbers and cases
- Why we forget - the Ebbinghaus curve of forgetting
- Playing for keeps - Long term v short term memory
- Association techniques
- Mnemonics
- Pegging and stacking technique
- Mind-mapping
- Names & faces

Duration

Half Day