TARGET MEMORY: Retain & Recall

In this memory improvement program you will learn how to:

♦ Retain, recall, and apply information from training sessions, meetings & discussions
♦ Use communication strategies to ensure your message is received and remembered
♦ Apply personal memory strategies to improve your overall work efficiency
♦ Quickly move new information from short-term to long-term memory
♦ Improve your overall concentration and observation skills
♦ Recall and apply “lost” memories

SECTION 1 - HOW WE THINK

- Learning Style Indicator  An assessment to identify your most efficient way to receive new information.
- Thinking Style Indicator  An assessment to identify your most efficient way to process new information.
- Memory Senses Indicator  An assessment to identify your strongest senses for retaining & recalling information.

SECTION 2 – ALL ABOUT MEMORY

- Myths & Facts  You will learn the myths and facts about how you retain and recall information.
- Memory Barriers  You will learn which physical, emotional, and environmental factors can affect your ability to quickly retain and recall information. Activity
- Food for Thought  You will learn how to stimulate your brain through activities, certain types of food, and nutritional supplements.
- Sensible Associations  You will learn how to take advantage of your five senses to remember information and events, and how to recall the memories later. Activity
- Recall with Style  You will learn how to use your personal learning and thinking styles to efficiently and effectively recall persons, places, and things. Activity

SECTION 3 – READ TO REMEMBER

- Reading Retention - Linear  A linear step-by-step method to improve your reading speed, comprehension, and recall when you are reading detailed and complex material.
- Reading Retention - Global  A global method to improve your reading speed, comprehension, and recall when reading for strategic purposes (i.e. planning, critical analysis & implementation).

SECTION 4 – LISTEN TO REMEMBER

- Listening Retention - Linear  A before, during, and after checklist for listening during meetings, classes, and conversations to ensure you get the information you need. Activity
- Listening Retention - Global  A global method to help you remain focused and on-task during meetings, classes, and conversations so you hear and retain what you need. Activity
- Listening Mistakes  You will learn how to avoid the listening mistakes that can hurt your retention.

SECTION 5 – PROGRAM WORKSHEETS

In the Strategies Workbook, you will have worksheets to organize your ideas & tasks to help you retain and recall new information – even under stressful conditions.