



# Memory skills

On occasion, we can feel overwhelmed by the volume of information we're expected to deal with and remember. It can come at us in many forms, varying from print to electronic messages and documents, and the range of people we meet during our professional lives. This course provides a series of techniques to increase our ability to recall key facts, data, faces and names.

Around 2 hours • Face-to-face or virtual • Typically 4-15 participants • Supported by course notes • Interactive

## Key course elements

### How memory works

- The difference between short and long-term memory
- Memory triggers and preferences
- The power of repetition and emotion

### Remembering names and faces

- A variety of tools and techniques to recall the people you have met

### Mind mapping

- Organising information to improve recall
- Using the Quick Overview to establish context and understanding
- The use of images to aid memory and raise interest levels

### Journey and memory systems

- Developing your own system to remember impressive lists of facts and data

## Participants will learn to...

- Understand how memory works, and identify personal memory triggers
- Use mind-maps to organise information and assist recall
- Use a range of memory enhancement techniques to remember names and faces
- Utilise journey systems to recall lists of information and facts, easily and at will
- Increase their ability to deliver a presentation, raise key points in a meeting, and show interest in others without needing to refer to notes



*“Outstanding speaker. I got a lot from the course and it will definitely make a difference for me.”*