



Corporate Coach Group

Training that transforms



Training Plan

Accelerated Learning, Memory & Mental Mapping Training



A Training Plan for Your Organisation

What is the purpose of the training?

The purpose of the training is to initiate a process of rapid improvement, by means of achieving a shared understanding of the correct knowledge and skills that we need to employ, if we are to achieve our stated goals.

Accelerated Learning, Memory & Mental Mapping Course Summary

Training in accelerated learning, memory skills and mental mapping, benefits anyone whose work requires the application of knowledge to solve problems.

If your job involves more than mere physical labour; if it means you must apply specific knowledge to solve real-world problems, then you would benefit from this terrific one-day accelerated learning, memory and mental mapping course.

Knowledge is power.

Learning Outcomes for the Accelerated Learning, Memory & Mental Mapping Course

- Make learning more fun and effective
- Use repetition to master skills
- Link new knowledge to what you already know
- Use your imagination as a memory aid
- Impose a definite structure
- Master the art of mental mapping
- Engage all your senses to make learning fun

Customer Review

“ The course content was mixed and kept me attentive. I appreciated all the examples and stories, much easier to learn from experiences. The trainer was very interactive. I enjoyed working in pairs, definitely helped content sink in.

*Chloe Pott
Nextthink SA*



Accelerated Learning, Memory & Mental Mapping Training Course Overview

We devote the whole morning of this course to accelerated learning and memory training, with the intention of making our minds, more efficient learning machines. You will learn how to absorb, memorise and recall information with ease.

RAISE method of memory:

- Repetition.
- Association.
- Imagination.
- Structure.
- Energy

Mnemonic techniques:

- Link method
- Number method
- Method of loci

Exercises and practice.

The afternoon is devoted to mental mapping. You will learn how to organise information to solve problems, make decisions, and to make your ideas more understandable, learnable, and practical, by proper structuring.

Mental mapping as a means of:

1. Analysis
2. Synthesis.
3. Creative thinking.

Examples of how you can use mapping to solve problems and make decisions.

Customer Review

“ Training course content was far more in depth than I imagined and a change to other courses I have been on, which I would say brushed over things compared to the structured detail of this course. The trainer delivered well with good visual aid demonstrations which stuck in my mind well.

*Patrick Beebe
Keybury Fire & Security*



Accelerated Learning, Memory & Mental Mapping Training Course Details

Morning Session

What is accelerated learning and how does it work?

The origins of accelerated learning.
What accelerated learning can do for you.

The RAISE system of accelerated memory training

Memory training is not a single skill, but is a system of related skills based upon:

R= Repetition
A= Association
I= Imagination
S= Structure
E= Energy

Repetition is the mother of skill

To master any skill, we need a certain amount of repetition.

But endless repetition is not necessary. There is an optimum amount and frequency of repetition, that will yield maximum results in minimum time.

You will learn how to schedule your review periods, so you get more memory for every minute invested.

Association is the key to memory

The human memory is not like a computer. It is more creative and associative. Human memory works by association; one thing reminds you of another. The key concept of all memory training is:

“To associate what you want to remember, to something you already know”.

That is the cardinal rule upon which all memory is built. We will show you how to put that rule to good use.

Imagination is the powerhouse of the mind

Albert Einstein said, "Imagination is more important than knowledge".

You are born with imagination, but not born with knowledge. The imagination is the powerhouse of the mind. You use your imagination to forge associative links between individual facts, to build complex knowledge, which in turn grows to become wisdom.

We will show you how to combine the power of imagination and association to memorise anything.

Structure your message

Unstructured knowledge soon falls apart in the memory and disintegrates into dust. You need to impose an order onto your knowledge, in order to make sense of it. The structure can be of various kinds:

- Problem cause solution
- Chronological
- Biggest to smallest
- Cheapest to most expensive

The structure of your information depends on the context, but the key point is, you must structure your message, if you want to understand it, remember it or act on it.

Energy: Memory requires mental energy

Energy is the stuff of the universe. Nothing happens without energy. Memory requires mental energy, and that leads us into the discussion of brain health and nutrition.

We will learn how diet and habits affect mental health and memory.

Memory method 1: Chaining

Chaining is the first mnemonic device. Chaining means associating one idea to the next.

Examples:

- The word to its definition.
- The country to its capital.
- The face to the name.
- The cause to the effect.

This leads to that: In the last analysis, learning amounts to connecting one thing to another thing.

Complexity arises from simplicity by building associative chains, made of connecting links.
"This to that" and then "that to the next".

This extending chain leads to apparent complexity, which can always be simplified back by retracing the steps.

You can use this idea to learn anything by breaking it down into its component parts.

Memory method 2: The number method

Association of ideas in numerical order.

We explore associating ideas to numbers.

For example: You could use this system to memorise the periodic table of elements. Or you could use it to memorise a sequence of events. Or you could use it to memorise a list of names, in historical order. Or you could use it to memorise the ideas you want to explain in a presentation.

Memory Method 3: Loci

This method of memory uses your natural spatial memory to remember anything you wish. By means of association and imagination you associate information to physical places, that you already know. For example, the journey to work could furnish you with 100 stops, where you would place the information you wish to remember.

You can remember an unlimited number of individual "loci" (places) therefore you can also remember an unlimited number of things.

This is an extremely powerful technique.
We will show you how to harness its power.



Afternoon Session

Mental mapping: "Think on paper"

Thought is ephemeral. It is mysterious and elusive.

If we don't capture our thoughts and crystallise them into a physical form, they will evaporate, and we are left with nothing.

Mental mapping is the best way to crystallise thoughts and put them into an order that makes sense and lends them permanence.

Structure your message like a tree

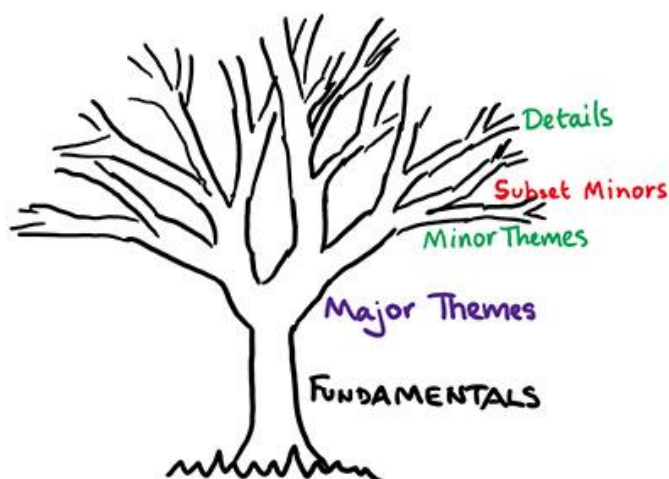
Knowledge is hierarchical. It can be organised into branches or sets.

1. Fundamental issues
2. Main branches
3. Minor branches
4. Subset-minors
5. Details

The trunk of the tree are the fundamental issues. The fundamentals divide into the main branches. The main branches separate into minor branches, which themselves split into subset branches, which resolve into numerous details.

All knowledge has this hierarchical, tree-like structure.

We will show you how to use this idea to be more analytical, and creative.





Analytical thinking

Analysis is the act of breaking the subject down into its parts and understanding which parts are fundamental, which are major, which are minor, subsets and which are tiny details.

You will learn how to analyse anything, to understand its composition and structure.

Fusion mapping

The mind is also capable of thinking in the opposite direction; of fusing two or more parts to make a larger whole. Some people call this process synthesis, others call it integration.

It is the act of putting two and two together. Combining ideas to make the tree out of the individual parts.

You will learn how to integrate parts to build the whole idea.

Creative thinking

Creative thinking is making links from one branch of the tree to another branch. Or even swinging from one tree to a different tree, which some people call a paradigm shift.

Breakthroughs often occur when an insight gained in one area of knowledge, illuminates another area, by cross fertilisation. For example, the chemistry of nucleic acids, informed our knowledge of evolution.

You will learn how to make your knowledge yield more creative insights.

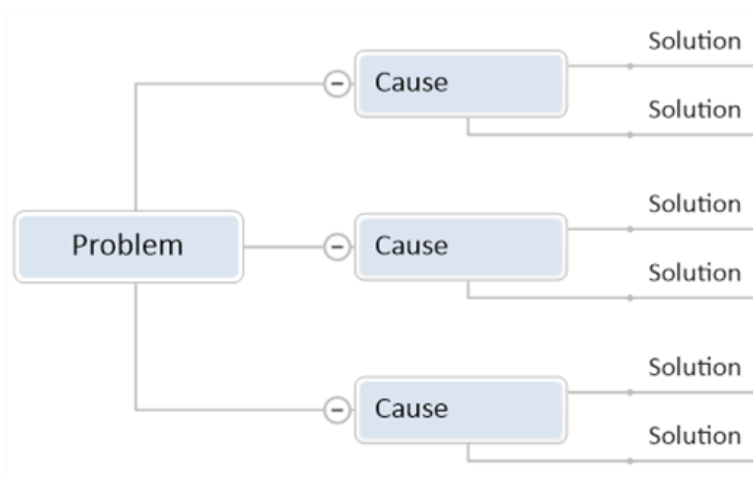


Mapping to solve problems and make decisions

There are many ways to use these methods:

- You can use mapping to make decision trees
- You can use mapping to plan out projects
- You can use mapping to clarify any thought process

And since every human action is guided by a human thought, you can use mapping to improve your performance.



Learn by doing

The best way to learn mapping is to try it. We will give you plenty of opportunities to practice your new skills.

Customer Review

“ The course content was very helpful and useful. Will try and put into practise as soon as possible. Some very good tips, especially on managing conflict. The Trainer’s presentation was very friendly and easy to understand. Put everyone at their ease and made me feel very comfortable.

*Christine Hood
Synergy Logistics*



Training Costs / Investment

Bespoke In-House or Live-Online Course

£2,250 + VAT per training day, (8 – 16 delegates)

Plus, travel and hotel accommodation for trainer if needed (Premier Inn type)

International Price Varies

In-House training has been designed to provide a similar experience to our open courses, however we can tailor the content to fit your specific needs.

We are able to train in your timezone.

All our training includes:

- A full day of quality training, delivered by an experienced trainer
- Total of 6 CPD training hours (usually 9am - 4.30pm), plus an additional 2-3 via post-course online independent learning
- Full course training workbooks
- Training certificate
- Access to additional free training material after the course via our post-course portal
- 3 months free telephone coaching: Whilst you are implementing what you have learned, if you need to, you can contact us for support and guidance

We suggest the following plan of action:

Please send to us:

1. Any amendments or changes you wish to make to the programme.
2. Your thoughts.
3. The next step you would like us to take.

Thank you.

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Customer Reviews

- “ I found this course useful in summarising key elements of leadership and management qualities, together with using real life situations to demonstrate how to implement those elements. The structure formulae to set goals, deal with problems, create success were also beneficial. The trainer was clear, friendly, succinct and informative.

*Rayna Chauhan
Camm-Hooper*

- “ I now understand that lack of appreciation is often the cause of conflict and that an efficient leader should seek to change the future behaviour. The trainers were very practical, clear and able to communicate very efficiently. They were unambiguous and made the sessions very interesting.

*Chinyere Umeh
Niger Delta Development Commission*

- “ The course content had very constructive ideas. I have learnt plenty in relation to managing my time, as well as my emotional well-being in work. The workbook was also informative. The trainer's presentation was great. Enjoyed the day.

*Suzanne Eastwood
LDF Operations*

- “ The course was brilliant. I especially liked the decision-making matrix and the past/future emotions chart. I've learnt a lot about how I work personally and how to try to better myself as a person. The trainer was energetic, to the point, clear and put his ideas across in a memorable way. I didn't feel bored or disinterested at any point. Thank you Chris!

*Emma Price
Acora*