Corporate
Coach Group

Training that transforms

Training Plan

Memory and Creative Problem Solving Training

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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.

Memory and Creative Problem Solving Course Summary

Memory Training is designed to help you remember names, facts and figures. Improve your memory with special memory and recall techniques.

Solve problems using your logical mind and your creativity. Develop your problem-solving abilities with proven problem-solving methods.

Improve your chances of success with this memory training and problem-solving course.

Learning Outcomes for the Memory and Creative Problem Solving Course

- Improve your memory by learning the rapid recall memory techniques
- Expand your ability to remember facts, stats, names and numbers
- Remember more of what they said
- Remember more of what you have read
- Solve problems using your logical mind
- Solve problems using your creative mind
- Solve problems by using other people brains

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

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Memory and Creative Problem Solving Training Course Overview

In the morning we focus on developing memory and recall skills.

We live in the information age and everyone would benefit from improved recall. To improve recall, we teach a memory method, called RAISE.

R = Repetition. To remember anything, we must repeat it in a process called, staged repetition.
A = Association. Memory training is based on mentally associating one thing to the next thing.
I = Imagination. The association is formed in the imagination, so as to make an unbreakable link, between one thing and the next. (The word to its definition, the name to the face, the product to its price, the event to its date, the cause to its effect, the symptom to its disease etc).
S = Structure. To be understood, information must be well structured. We impose order on chaos.

You will have lots of opportunity to learn, combine and practice these memory techniques.

In the afternoon we turn our focus to creative problem solving.

Our tools for problem solving are mental mapping and decision matrix.

Mental mapping is a way of analysing any topic into its component parts and revealing the structure that is inherent in it. When you understand the structure of the problem, then you have a good chance of finding solutions.

The decision matrix is a way of making difficult decisions, by organising them into six types:

1. What is the most valuable?
2. What is the best way?
3. Yes or no?
4. If yes, which one, what kind?
5. Problem, cause, solution?
6. Problem, implications, countermeasures?

When you have finished this course, you will feel better equipped to deal with life.

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Memory and Creative Problem Solving Training Course Details

Morning Session

Introduction

Introductions.

What do you want to gain from attending this course?

Memory training

Memory training was invented by the ancient Greeks, around 500BC. In those days, there was no internet, there were no printed books, and so if you wanted information, you got it from listening to others, or remembering what you saw.

In the old days, memory training was an essential part of your education, as a good Greek.

But in the modern world, memory was replaced by the book and then by the computer. So, we don't bother with memory training anymore.

As a result, most of us have untrained memories. That limits our effectiveness because we forget names and facts, we can't remember much of what we read. Most people are limping along with a lazy, untrained, out-of-condition memory.

However, we can rapidly improve our memory capacity with the right training. Just like the Olympic athletes from Ancient Greece, we can improve our memory muscles.

RAISE your game

All memory is based on using five basic concepts: Repetition. Association. Imagination. Structure. Effort. That gives us our first memory device: mnemonic. RAISE your game.

Customer Review

> "The course gave me a lot of food for thought and I have learnt a lot to do with the planning of my projects and not to take criticism in a negative way, but to put it to a positive means. Chris presents very well and has a great way of bringing the best out of people. Presentations were very good.
>
> *Graham Hunt*
> *Evoke Creative*

Memorise this list:

- R = Repetition
- A = Association
- I = Imagination
- S = Structure
- E = Effort

Repetition

Your memory remembers what is sees more than once.
Repetition is the mother of learning.
You need to review according to a specific formula.
We will reveal the special formula for effective reviews.

Association

Memory works by making associative links between events.
One thing reminds you of another thing. Memory training relies on your natural ability to make associations. But training harnesses this natural ability and develops it to a greater degree.
We will show you how.

Imagination

Imagination is the driving force of memory.
Association and imagination work together to create mental links.
Your job as a memory expert, is to make mental links between two things: what you already know, to what you want to remember.

Structure

All knowledge is structured. If it is unstructured, it falls apart in the mind and is forgotten. If you impose a structure on knowledge, you will remember it.

Effort

Even when using special techniques, it takes a certain amount of effort to memorise anything.
We will show you how to make your efforts, productive efforts.

Exercises memorising names, numbers, facts and stats

Exercises memorising names, numbers, facts and stats

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Afternoon Session

Problems solving

Problem solving is about how to close the gap between what you have and what you want. The gap between what you have and what you want is called 'the Problem Space'. You need ways to fill that space.

Problem solving has two major sets: logical analysis and creative imagination.

Logical analysis methods

Logic is a systematic, step by step approach, to solving problems. Almost all problems are best tackled by analysing its components and figuring out the facts, identifying causes and coming up with practical solutions. This is the problem cause solution analytical method.

Examples of logical analysis in problems solving

Creative imagination problem solving methods

Many problems cannot be solved by pure logic. Instead you need the creative imagination. Creative imagination is not necessarily logical, it involves visualisation, music, inventiveness, imagery, fantasy and humour. Creative problem solving is what built the Disney organisation. Examples of how to improve your imagery.

Mind mapping

Mind mapping is a great way to combine the creative and the logical minds. Mind mapping allows you to be creative and orderly and systematic at the same time, and to record your ideas on paper or on computer.
We will show you how.

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The mastermind: using multiple brains to crack the case

Tap into your office 'mastermind' by using multiple brains to crack the case!

You have heard the slogan, "Two minds are better than one."
The mastermind is your secret weapon in problem solving. You get more brains in the room and you decimate your problems by combining the multiple brains to form a mastermind.

If you have enough good brains all working to solve your problem, then success is assured. We will go over the rules for effective team problem solving.

Examples of creative problems solving

Examples of creative problems solving.
Summary action plan.

Customer Review

> “ The course was very comprehensive. A lot of content covered over two days. Extremely helpful, practical approach that I can relate to my role and put into practice. Proposes things that are achievable day to day. The trainer’s presentation was good and at the right pace for the content delivered. Clearly explained. Opportunity for group discussion, happy for questions.
>
> *Ellen Jenner*
> *Binding Site*

Training Costs / Investment

Bespoke In-House or Live-Online Course

£2,450 + 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

> The course content covered a vast range of topics/information and was well structured. The trainer had excellent energy, good visuals and good use of examples.

Harriet Sheppard
AngloINFO Ltd

> The course was well planned and went according to schedule and content. Contained valuable information. The trainer's presentation was well prepared and to the point and adhered to time. Focused on the matter. Excellent.

Sarah Leena Sørensen
MarkMonitor ApS

> The course content was informative and interesting with content varied, to include specific questions we required answering which was good. The trainer's presentation was very good as always, Chris manages to get a good balance between informative and interesting without boredom settling in.

Tracey Bather
BTCV

> The course was really interesting. I came into programme expecting to be bored, but genuinely enjoyed it. Content was helpful, examples and tasks were enjoyable. Feel like I can really use this going forward. The trainer was excellent - very engaging, made it really enjoyable. Nice guy, very down to earth, very knowledgeable.

Jonathan Shelton
Print Data Solutions Ltd