



## MEMORIZATION SKILLS FOR THE PROFESSIONAL

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A Half-Day Hands-On TMS Experience  
*Delivered in Live or Live-Virtual Format!*

### **Course Description:**

Do you find it hard to remember names, facts, equations, lists, tasks you need to take care of, a new word and so on? Well, there's good news! People with excellent memories are not too different from you. They just use a combination of techniques to enable their minds to memorize things, they develop their listening skills, and are aware of the type of learning style that works best for them.

This workshop shows you how to improve your memory, learning and listening skills by exploring effective tools, techniques, and tips in class. Participants gain skills they can apply immediately to start learning faster and forgetting less.

The techniques you'll discover in this class will work for you, no matter how bad you think your memory is.

### **Learning Objectives & Topics Covered in this Workshop:**

- How to remember things you read
- Determine your learning style
- Improve Active Listening Skills
- How to remember names
- How to memorize things faster
- How to forget less
- What impacts our ability to remember

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and other tools to help you use your new skills immediately.

### **Additional Information**

**CPE Credits:** 3.5

**CEU Credits:** 0.16

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom

