



- What is the most important information about the subject?
- Take key words from the most important information and create a mnemonic.

A mnemonic is a technique used to help you retain information. It aims to translate information into a form that the human brain can retain better than its original form. An acronym or memorable phrase a good examples of a mnemonic.

- Present your mnemonic to the rest of the group.

- 1 An example on how to set your clock to accommodate the shift from and too daylight saving:

## Spring forward, Fall back

*Explanation:*

During Spring you put your clocks forward.. they '**spring forward**' one hour.

During the Fall (Autumn) you put your clocks back...they '**fall back**' by one hour.

- An example on training and facilitation skills:

## B.A.S.I.C.S.

*Explanation:*

Break the ice, All to introduce, State objectives, Invite participation, Conscious of group dynamics and different learning styles, Summarise and close.

- An example of how to learn to tune a guitar:

## Every Adult Dog Growls Barks Eats

*Explanation:*

The notes needed for the standard tuning of a guitar are **E, A, D, G, B, E**

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# Crossword Puzzle



## Working method:

- What is the most important information about the subject?
- Create a crossword puzzle about this.
- Draw the empty boxes of your crossword puzzle on the flip chart with the corresponding numbers of your crossword clues.
- Tips for making your crossword puzzle:
  - Come up with about 6 to 8 words about your subject.
  - Place the longest of these words in the middle of your puzzle.
  - Place the other words around the longest word, both vertically and horizontally.
  - Think of suitable descriptions for these words, simple or more cryptic. These will be your crossword puzzle clues.
  - If you do this exercise with other participants then divide the tasks: 1 participant thinks of words, another draws the empty puzzle, etc.

## Delivery:

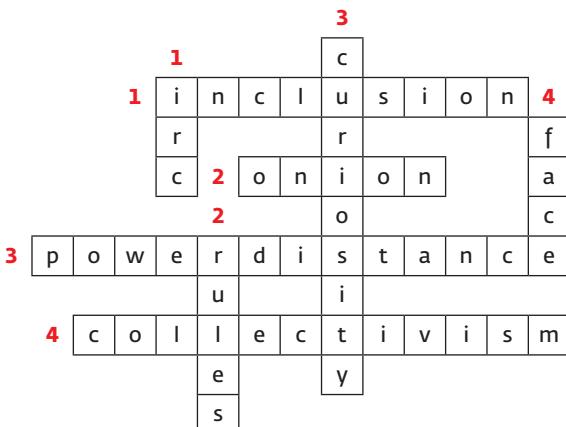
- This is an example of a crossword made after a workshop on cultural awareness.

### Clues Down

- 1 Report used to measure your intercultural competence
- 2 Yours may not apply in another culture
- 3 This is essential for cultural awareness
- 4 Many cultures are very sensitive to losing this

### Clues Across

- 1 The opposite of exclusion, needed in multicultural teams
- 2 Symbol and metaphor used to explain culture
- 3 Name given to how hierarchy is seen in different cultures
- 4 Describes a culture that needs you to invest in relationship



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# Weighing up Pros & Cons



- What is the most important information about the subject?
- Divide your paper into 2 columns. In the left column write down at least 5 pros about the subject. In the right hand column at least 5 cons.

Advantages	Score	Disadvantages	Score
1		1	
2		2	
3		3	
4		4	
5		5	

- Weigh up the pros and cons by giving each a score from 1 to 10. On which side is the score greater? What can you conclude from this?
- Present your results to the group.

In a workshop about losing weight, two participants had written down the following pros and cons:

Advantages	Score	Disadvantages	Score
1 More self confidence	5	1 Crisps are just too tasty not to eat	9
2 My clothes fit me again	7	2 I'm hungry	8
3 Great to be back in my bikini	4	3 I don't lose weight where I need too	3
4 Healthier	10	4 You get more wrinkles	2
5 My husband likes it	1	5 Yo-Yo effect	6
<b>Total Pros</b>	<b>27</b>	<b>Total Cons</b>	<b>28</b>

The result: 27 points pros and 28 points cons.

Rather than suggest a diet, the trainer used this result to recommend the participants work on a personal plan focused on changing their current lifestyle to help eliminate the hunger and yo-yo effect.



- What is the most important information about the subject?
- Create an A.T.I.T. about this information.

An A.T.I.T which stands for 'And That Is Ten', is a poem with 10 lines.  
You start with a line with one word and end with a line with 10 words.

- Present your A.T.I.T. to the group.

During a workshop on communication the following A.T.I.T. was made.

*Note: if your A.T.I.T. doesn't rhyme, it is totally fine!*

- 1 Communicate
- 2 Questions debate
- 3 Learn to listen
- 4 And non verbal positions
- 5 Feedback will really help you
- 6 Judgment only makes others feel blue
- 7 Good communication helps us all build trust
- 8 Do not forget Johari's window as a must
- 9 Virtual communication can challenge so be detailed, take care
- 10 These few simple communication tips will help you anytime, anywhere

= 10



- What is the most important information about the subject?
- Create a haiku about this.

A haiku is a Japanese poetic form, written in 3 lines (preferably) the first line consists of 5 syllables, the second line 7 syllables and the third line 5 syllables.

- Present your Haiku to the group.

- 1 A haiku about the 'Einstein generation':

## Generation Y

**Smarter, stronger, more social  
Than all their teachers.**

- 2 A Haiku about good discussions:

**Let the wind blow free  
Each gives their opinion  
Hold true to your self.**

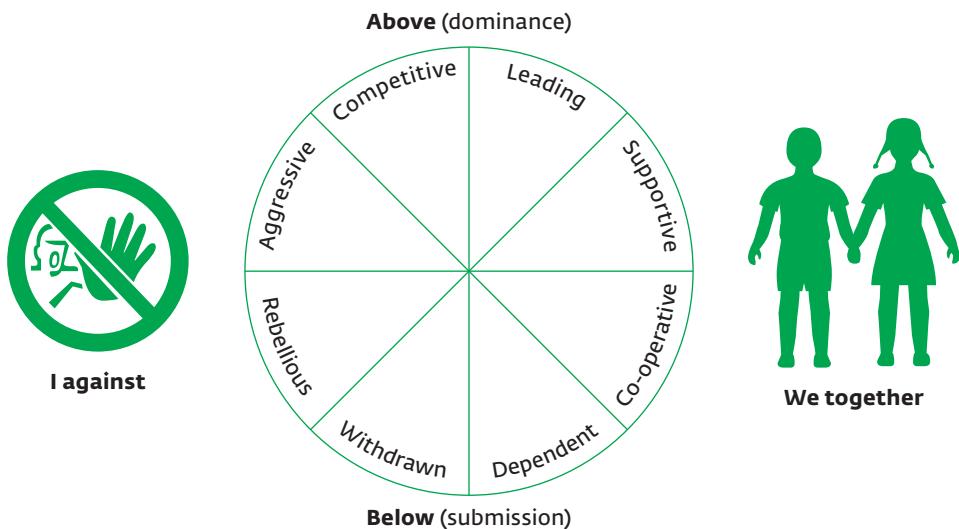
**Preparation:**

- What is the most important information about the subject?
- Think how you could present these in the form of a silent human statue.
- Write a key word for each of your statues on a flip over.

**Presentation:**

- Present your human slide show (performing each of your statue poses) whilst letting the group try to guess which key word belongs to which statue you are doing.

In a workshop about Leary's Rose a participant created a human statues for the eight types of behavior Leary discusses in his theory. They used these behavior types as their key words and wrote the following on the flip over:



The 'slide show' of statues comprised of the following:

- Somebody holding the reins of a horse and leading it forward
- Somebody embracing in a hug
- Somebody taken by the hand
- Somebody shy, raising hands with a searching look on their face
- Somebody looking at the ground
- Somebody holding their hand out in the 'stop' sign
- Somebody raising their fist
- Somebody crossing the line of a running race arms up high.



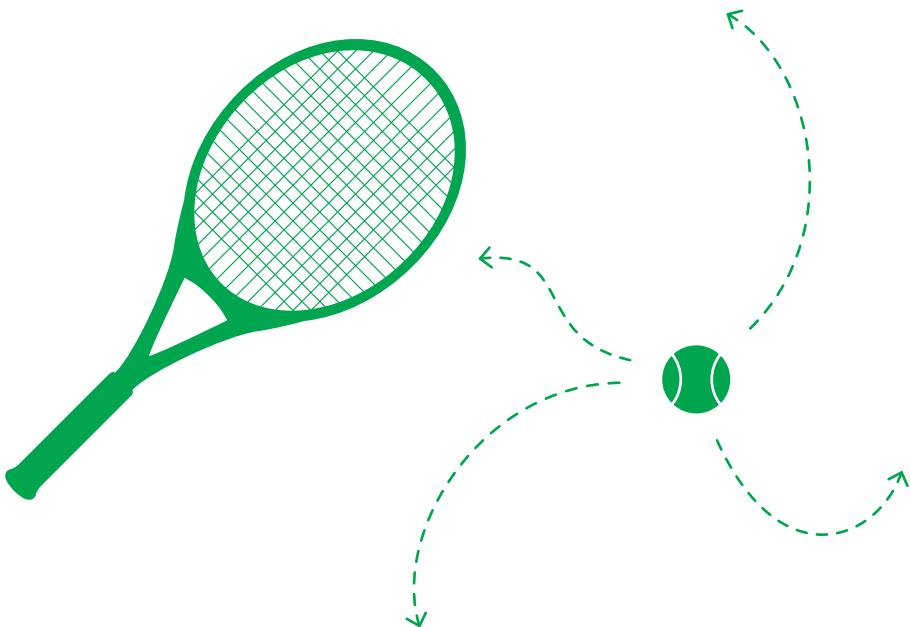
- What is the most important information about the subject?
- Make a sporting metaphor about this.

A metaphor is a **figure of speech** in which a word or phrase that ordinarily designates one thing is used to designate another.

- Present your metaphor to the group.

In a workshop about debating you might use **tennis metaphors as a way of remembering** what you have learnt. For example;

- You try to push your opponent into a corner and score a point by hitting a ball that they cannot return.
- As with tennis you can prepare beforehand, however during the game you will need to improvise and react to the situation your opponent creates.
- The chance of winning reduces if you always use the same tactics. Therefore change your arguments regularly and watch out that you do not repeat yourself too much.
- During a debate you also have a referee who decides whether or not are sticking to the rules. Some of these rules have to do with how we treat each other during the debate: respectfully and in a positive atmosphere..

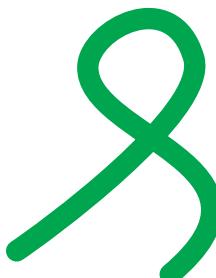




- What are the most important concepts about your subject?
- Think of a symbol for each concept to help you to remember the theory.
- Draw your symbols on paper (flip over). It is nice to draw all tour symbols in the same style.
- Present your result to the group.



- 1 Look at the 8 symbols shown above. Each symbol reflects the essence of an intelligence. For example, the weightlifter represents the bodilykinesthetic intelligence and the camera visual-spatial intelligence.
- 2 In a workshop on motivation the following **symbols** were drawn:



**Preparation:**

- What is the most important information about the subject?
- Think of a animal for each concept to help you to remember the theory.

**Delivery:**

- Present the animal pictures to the group.
- Let the other participants guess which picture stands for each concept.

In a workshop about learning competences, the following animal pictures were used:

- **Bees**: working together, co-operation
- **Dolphin**: communication
- **Lion**: leadership, being able to profile
- **Owl**: wisdom and overview
- **Spider**: networking (literally).



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**Preparation:**

- What is the most important information about the subject?
- Write down at least 5 concepts/views about how this.
- Think of a description for these concepts/views without actually naming the concept/view itself.

**Presenting:**

- Let the others in the group guess which concept/view belongs to which of your descriptions.

During a train the trainer workshop the following concepts/views were written down:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>● Learning goals</li> <li>● Starting point</li> <li>● Learning styles</li> </ul>  | <ul style="list-style-type: none"> <li>● Media</li> <li>● Evaluation</li> <li>● Workshop content.</li> </ul> |
| <ul style="list-style-type: none"> <li>■ One description read: resources a trainer can use to help participants learn. <b>Media</b></li> <li>■ Another description was: used at the end of each day to gauge results, needs, mood in the group. <b>Evaluation</b></li> </ul> |  |

