COURSE SYLLABUS

Listening and Memory Development Course

Enhance your listening and memory skills to improve productivity, confidence, and information retention.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/listening-and-memory-development



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Course Outline

Module 1: Listening Overview

- Understand the importance of listening in daily communication
- Recognize the link between listening and memory retention
- Explore listening statistics and common retention gaps

Module 2: Listening Challenges

- Identify common barriers to effective listening
- Reflect on personal listening habits and distractions
- Practice techniques to overcome mental and technological interruptions

Module 3: Listening Types

- Distinguish between active, passive, and competitive listening
- Apply situational listening strategies in various settings
- Explore how listener roles and environments affect comprehension

Module 4: Listening for Understanding

- Follow a structured process to understand, evaluate, and respond
- Practice clarifying and paraphrasing to ensure retention
- Avoid common interpretation and evaluation roadblocks

Module 5: Strengthening Listening

- Use key words, link phrases, and sequencing to enhance focus
- Strengthen listening through feedback and body language awareness
- Develop attention, empathy, and presence as listening tools

Module 6: Ensuring Others Listen

- Review communication styles that support effective listening

- Provide meaningful, assertive feedback using structured models
- Understand how personal style affects others' listening behaviors

Module 7: Memory Overview

- Define memory and its relationship to awareness and attention
- Differentiate between sensory, short-term, and long-term memory
- Explore concerns and misconceptions about memory

Module 8: Memory and the Brain

- Understand brain function and hemispheric dominance
- Learn how right- and left-brain traits influence memory processing
- Use brain-based strategies for optimal memory retention

Module 9: Improving Memory

- Apply the DRAGS method for memory improvement
- Practice reinforcement, association, and original awareness
- Use senses, visualization, and desire to increase memory retention

Module 10: Memory Techniques

- Learn and apply acronyms, associations, substitutions, and rhymes
- Explore visual, auditory, and tactile techniques for improved recall
- Combine writing, speaking, and self-care for memory optimization

Module 11: Memory Practice

- Apply learned techniques to remember names, numbers, and passwords
- Practice mnemonic devices, chunking, and flashcard strategies
- Create a daily routine to strengthen long-term memory