

Annex No 2

Memory Training Games Methodological Guidelines

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How to train effectively? Tips & Tricks

Usually, people attend training when they are searching for changes in their lives. Usually, trainers run their training for the reason to MAKE changes in people's mindset or behavior. It means - good and effective training will be the one which makes an influence and changes the mind of the audience.

It's impossible to influence people without connecting with them. That's the reason why before sharing your expertise it is critical to build connection with the audience.

“They don’t care how much you know until they know how much you care about them.”

Research shows that the brain stores information visually. For this reason, training should include as many colors and images as possible. It also includes handouts, not only your presentation.

Every person in your training has the same question inside their heads, which is the single biggest influence over their learning all the time.

This question is: “What’s in it for me?” (WIIFM).

It is important regularly to tap this question during the training. Especially relevant to point it out each time before opening a new statement or chapter.

There are 2 emotions you need to avoid in your audience: threat and boredom.

They both lead to downshifting learning mode. If you notice a threat in the reaction, make the participants feel safe. If there is any sign of boredom in the room, change your delivery immediately (avoid passive listening, get them up, moving, discussing, distracting etc.).

People receive from your communication:

- ✓ **10%** of text and information;
- ✓ **20%** visual information;
- ✓ **70%** emotions.

Make them engage as much as possible.

Three ingredients that will make your training engaging

Enter their world:

- Speak and lead in their language and make them a partner;
- Always check in with them as people before instructing them;
- Ask about their lives;
- Tell them what you love about their work and why you appreciate them;
- Tap into their WHY;
- Ask their input;
- Give them a partnership role;
- Use their ideas.

Earn the right:

- Built relationship with trust and partnership;
- Listen;
- Teambuilding;
- Walk your talk;
- Share who you are with them;
- Find out who they are as a person;
- Share personal goals;
- Trust them and earn their trust.

Tap their WIIFM (What's In It For Me):

- Give your request some meaning and significance in the world;
- Give them a reason to want to do it for themselves- not just for you;
- Ask yourself "What's going on in this person's world right now?" and start conversation from that point;
- Share your perspective, but ask from their perspective;
- Create an opening for success for them within your request.

Methods which might be used to engage the audience:

- 1) Energize;
- 2) Change;
- 3) Focus;
- 4) Anchor;
- 5) Celebrate.

Talking is the most passive and the least engaging method.

There are 3 modalities in which the audience accepts your information:

- ✓ Visual (seeing, reading, drawing, writing, visualization exercise);
- ✓ Auditorial (listening, talking, singing, music listening or imagining);
- ✓ Kinesthetic (physical movement, touching, emotions, feelings, memories).

Each person in the audience might have a different dominant modality. For this reason it's critical to use them all in your communication.

The five basic parts of the teaching process

Doesn't matter how long your training lasts, for productive learning each of it should consist of 5 basic parts:

- 1.Introduction;
- 2.Ice breaker games;
- 3.Content delivery;
- 4.Summary and conclusions;
- 5.Call for action.

1.Introduction stages:

- Attention hook (involving questions, surprise, paradox, joke, story).
- Promise (WIIFM)

- Self introduction (credibility part + emotional story)
- Gratitude
- Rules and agreements while training

2. Ice breaker games should be easy, engaging and fun. If the audience meets for the first time, it should include an acquaintance part. Ideally the ice breaker part should be linked to the topic of the training.

3. Content delivery part should be strictly structured. It will ensure clarity of understanding. For this reason, each statement should be delivered in certain order:

- A) WIIFM part (Why do I need this to learn? How will it make my life better? What a pain without knowing it?)
- B) Statement (it's critical to make it clear, understandable, visual).
- C) Statement illustration, example, story, practical task or game.
- D) Review.

Ideally there should be 2-3 statements for each 1–2-hour training. In case of full day training there could be up to 5 statements. In the content delivery part.

Always remember: it's more important to make changes in people's behavior than to stack them up with information.

They need TIME, PRACTICE and POSITIVE EXPERIENCE for change. If you have free time in training, It's more valuable to repeat the same exercise for another round than to provide extra information.

2. Ice breaker games

There are 2 types of ice breaker games: **introductory** and **mood creative**.

Both types of games should be easy, engaging and fun. If the audience meets for the first time, it should also include an acquaintance part. Ideally the ice breaker part should be linked to the topic of the training.

3. Memory training games

They might be specific and general.

Specific games are designed to train to remember specific symbols, order, names etc. Most of the time the objects of remembering or attention focus are specific terms and symbols which were taught in the theoretical part.

General memory games help to train the brain functions (attention focus, information retention and neuromotor exercises). They can be mood creative games also.

4. Neuromuscular games

It helps to stimulate and balance activity of the right and left hemisphere of the brain, connect brain and body movements, and enhance smoothness of the body movements. These exercises could be combined with memory games when specific objects with terms are added.

5. Recap games

These games have the only purpose- short review of the teaching part. More body movements involved- better results you have. Hands, legs and entire body movements should be combined with pronouncing new terms loudly. The number of repetition makes a great influence on the final result of memorizing.

Game duration- 2-15 min (depends on the specific part of teaching or lecturer style).

Where should the trainer install those games?

Ice breaker games. Introductory games- during the first 15 min of day training.

Mood creating games- after the break or each time participants are tired or bored.

Memory training games- Content delivery part.

Recap games recommended to use at the end of each training part or at the beginning of the next part.

This game helps to develop not only socializing skills but increases creativity also.

Educational games examples

Introductory games

1. *Working in pairs using transformational cards (e.g. Dixit).*

Use any questions about participants, e.g. „What is my attitude to the IT world?“ or: „How easy am I getting along with computers and technologies?“ or: „What do I like to do in my free time?“ or „Who am I?“.

This game helps to develop not only socializing skills but increases creativity also.

See video instructions attached here:

<https://drive.google.com/drive/u/1/folders/1qIKPSse-fv0JANf6nLD6XGEe54m24JOb>

Duration: 3-4 min (1,5-2 min for each partner in pair).

2. *Creating team CV*

Divide participants into 2-3 groups (3-5 participants in each). Ask them to create their team CV:

- countries and cities lived by them,
- any work experience they had,
- formal and informal education they got,
- personal hobbies,
- biggest achievements of their lives,
- personal strengths.

Ask them to include 2 false facts into their CV.

Each team should make a group introduction (not just one delegated person from the group), other teams should try to guess which facts might be false in a colleagues CV.

This game helps to know each other closer and find out unknown and unexpected facts about each participant. Duration: 20-30 min.

Mood creative games

1. ***Working in pairs using transformational cards***_(e. g. Dixit). Questions about the subject or topic, e.g.: „How am I using social network platforms?“ or „How am I dealing with online learning platforms?“

This game helps to develop not only socializing skills but increases creativity also.

See video instructions attached here:

<https://drive.google.com/drive/u/1/folders/1qIKPSse-fv0JANf6nLD6XGEe54m24JOb>

Duration: 3-4 min (1,5-2 min for each partner in pair).

2. ***„Picture in guidance“. Geometrical figure.***

Choose one participant of the group. He/she will be a „teacher“ in this exercise. Show a complicated geometrical figure drawn in advance. Nobody of the group should see it except the „teacher“.

Ask him/her to guide all the group in drawing this figure, following his/her verbal instructions only. He/she is not allowed to use his hands while instructing neither participants can ask any clarifying questions during the drawing and guiding process.

This exercise helps to understand the importance of dialogue, sharing and clarifying questions while learning.

Duration 7-15 min.

3. ***„Catch me if you can“.***

All participants stand in the circle.

I version:

Each participant holds his/her right palm above his/her neighbor's left index finger pointed up. At the same time his/her left index finger is pointing up under his/her neighbor's palm. Neighbor's palms and index fingers don't touch each other. Should be 1-2 cm distance between them. On teacher's counting „3“- all participants try to move their index fingers (not be caught) and grasp neighbor's index finger simultaneously.

II version:

change hands: everybody keeps his/her right index finger up and left palm above neighbor's right index finger. Repeat actions „escape and catch simultaneously“.

III version:

everybody keeps his/her right index finger pointed down above neighbor palm and left palm under neighbor's index finger. Repeat actions „escape and catch simultaneously“.

IV version:

change hands: participants keep their left index finger pointed down above neighbor palm and right palm under neighbor's index finger. Repeat actions „escape and catch simultaneously“.

This game helps to refresh focus, speed up reaction, creates fun and unites participants.

See video instructions attached here:

https://drive.google.com/file/d/1P2OnXrWWVHBzSeXLplUYGa4HtKvBftf/view?usp=drive_link

Duration: 5-10 min.

4. Other mood creation games example you can find here:

https://drive.google.com/file/d/1PoSlO8rhJWWgVNih8fvj8WScaI5UU29E/view?usp=drive_link

Specific memory games

1., „Snake icons“

Each participant should have prepared a list with icons. You can find an example of drawing here:

https://drive.google.com/file/d/1P4OFh4PFqJ3qPBBJgjkLDEfvc4hhEopa/view?usp=drive_link

Senior should follow the snake from the top down, tapping with his/her left fingers each icon and pronouncing its name. At the same time with the right fingers he/she should find a matching color ball on the right side and pronounce the group name to which the icon belongs.

This exercise serves as neuromuscular training (to balance right and left brain activity) and helps to remember specific IT terms at the same time.

See video instructions attached here:

https://drive.google.com/file/d/1PvKdGYaFpjJ5zvfCac_LbTWSYM2pd7YY/view?usp=drive_link

Duration: 3-5 min.

2. “Building a pile with the partner”

This game needs to be played by pairs. Each pair should have a pair of foam sticks and 5-6 plastic cups (paper cups are suitable also). At starting position cups could be placed in a circle. Each cup represents 1 step of the process (e.g. sending email with attachment or registration of appointment at state health

platform or writing a post with photo on FB). A pair of participants should move all the cups from the circle to one tidy pile, pronouncing steps of the learning process in correct order.

Ideally this game should be played with other pairs of seniors, so they could compete in time among all the group and add more emotions. More emotions - better memorizing process. This game improves coordination of body movements, activates brain, trains memory and develops socializing skills.

See video instructions attached here:

[https://drive.google.com/file/d/1Pl-dHxYWecrCbn14xWwt_CD3C1-J2f3J/view?usp=drive link](https://drive.google.com/file/d/1Pl-dHxYWecrCbn14xWwt_CD3C1-J2f3J/view?usp=drive_link)

Find the demonstration of the game here:

[https://drive.google.com/file/d/17dtnzrEYRjtkjkEWqEQC-AWAoaNDU_NN/view?usp=drive link](https://drive.google.com/file/d/17dtnzrEYRjtkjkEWqEQC-AWAoaNDU_NN/view?usp=drive_link)

Duration 3-5 min.

General memory games

There is any game, which trains memory (e.g. “sun list” exercise (remember random 20 words) from Jim Kwik or any associative game to remember numbers or group mates’ names).

Neuromuscular games

1. “Flying socks or gloves”

Regularly juggling with any 2 soft materials such as socks or gloves might increase brain activity significantly. When blended into the training process it

increases focus and information retention. It's suitable to use each time when tiredness in the audience is noticed.

See video instructions attached here:

https://drive.google.com/file/d/17ICA2Tn8V1-ay4VakcdlgxZgc2ES938g/view?usp=drive_link

https://drive.google.com/file/d/1P3SWHpIImzKPp4j_IAICtw5CzYeVykkM/view?usp=drive_link

Duration: 1-2 min.

2."Geometry fun. Triangle / Circle"

Participants draw a big triangle on the left side of the page and circle on the right side. They need to follow the triangle with their left fingers and the circle with the right fingers.

There are 2 possible versions of this game:

I version: without any terms or icons.

II version: with terms at the corners of the triangle and the line of circle.

See video instructions attached here:

https://drive.google.com/file/d/1Pnnp7Gyc5HU8nwyRe1Xiwhe-OAcZtxCz/view?usp=drive_link

See demonstration of this game attached:

https://drive.google.com/file/d/17Q4tXDCZxDN8rN9iMB8IFSzpgZZW-vE3/view?usp=drive_link

Duration: 1-2 min.

Recap games

"Team labyrinth"

This game suits for cases when the certain order of any process should be memorized (e.g., sending an email with attachment or registration of appointment at state health platform or writing a post with photo on FB wall).

Prepare a big sheet of paper (e.g., two A2 sheets). Draw a curved labyrinth through all the length of the paper. Mark the process stations. Attach with a tape as many ribbon or thread pieces as participants are on top of the maker.

Participants should move the marker through the labyrinth smoothly, guiding it and coordinating movements by means of attached threads. Each time they arrive at the labyrinth station, all participants should pronounce station terms loudly.

This game is designed for coordination of body movements, brain activation, memory training and team building skills development.

See video instructions attached here:

https://drive.google.com/file/d/1P8rRQWxHu60qPDkFWV_pVfPRfC7KZZKN/view?usp=drive_link

See demonstration of this game attached:

https://drive.google.com/file/d/17weRSXPH4QjyeWE5U9DLBruiUBsWGVIB/view?usp=drive_link

Duration: 5-7 min.

"Figure racing"

Game might be played by one participant or more. More seniors are playing, the more fun they will get, because of the higher competition.

Each senior gets the roll of toilet paper and a small figure. Senior decides himself/herself what figure symbolizes for him/her- it might be any of the terms he/she learned and it's challenging to remember. Rolling the figure on the paper he/she must constantly repeat loudly his/her term (e.g., snapchat for chatting granddaughter or Teams- learning platform).

See video instructions attached here:

https://drive.google.com/file/d/1PG8t69DIpOjus6y3IAjJd1oeSyll6prq/view?usp=drive_link

See demonstration of this game attached:

https://drive.google.com/file/d/16BqRmSbxjowmXoywEVcLTlaypxVIF4-E/view?usp=drive_link

Duration: 3-5 min.

“Recycled bowling”:

https://drive.google.com/file/d/1PrP696xPMfg40zzOOmQ2LymaZp8fB5Od/view?usp=drive_link

“Table hockey”:

https://drive.google.com/file/d/1PFvEHazpEb9nfHuQELnVrVsK3eYiOsxm/view?usp=drive_link

[Games for memorising IT concepts.](#)

Developed within the EU Erasmus+ project "Empower65: IT Training and Volunteering Integration for Seniors" No 2024-1-LT01-KA210-ADU-000250298".

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the National Agency. Neither the European Union nor National Agency can be held responsible for them.