

# Improving your Study Skills

*With the amount of homework that students are getting today and the pressures in schools, students need to learn Good information and study skills to help them become successful professionals in the future.*

*Early in your career you must successfully study and digest a huge volume of information, simply to become effective. As you become increasingly successful, you will need to assimilate a vast number of documents, data and reports, as well as all the information you need to keep up-to-date in your field.*

*This course gives you a range of skills to help you do this. The sections on reading help you to increase your reading speed and become highly selective in what you read. The item on review techniques helps you to keep information fresh in your mind. The section on note-taking gives you a powerful tool for recording useful information.*

*If you are serious in helping yourselves and your loved ones be better in school, then these will help you to develop your study skills even further.*

## **Course Contents**

- ✓ Introduction to Information & Study Skills
- ✓ Effective Note-Taking with Mind Maps
- ✓ SQ3R - Increasing Your Retention of Written Information
- ✓ Speed Reading - Substantially Increase Your Reading Speed
- ✓ Reading Strategies - Reading Efficiently by Reading Intelligently
- ✓ Reviewing Learned Information - Keeping Knowledge 'Fresh'

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# Tools for Improving Your Memory

*This course helps you to improve your memory. The techniques it explains are particularly helpful in studying for exams or in situations where you need to remember detailed, structured information. They also make things like learning foreign languages and remembering people's names much easier.*

*This course is split into three parts: first of all, the introduction explains the principles behind the use of mnemonics. We then discuss a range of individual tools that you can use to remember information. Finally we discuss how to use the skills in practice to remember peoples names, languages, exam information, etc.*

*This is a must for anyone serious in helping themselves and their loved ones develop their memory skills further.*

## **Course Contents**

- ✓ Introduction to Memory Techniques
- ✓ Remembering a Simple List - The Link Method and Story Method
- ✓ Remembering Ordered Lists - The Number/Rhyme Mnemonic
- ✓ Remembering Ordered Lists - The Number/Shape Mnemonic
- ✓ Remembering Middle Length Lists - The Alphabet Technique
- ✓ Remembering Long Lists - The Journey System
- ✓ Remembering Grouped Information - The Roman Room System
- ✓ Remembering Very Long Numbers - The Major System
- ✓ Using Concept Maps to Remember Structured Information
- ✓ Using Aide Memoires
- ✓ How to... Learn a Foreign Language
- ✓ How to... Remember Information for Exams
- ✓ How to... Remember People's Names
- ✓ How to... Remember Lists and Long Numbers

# Stress Management for Students

*School life today is a very stressful stage for young people. This course teaches students how to survive and thrive on stress.*

*The introduction helps you to understand stress and what causes it, and introduces the idea of your "optimum stress level". The articles below it show you how to analyze and plan to control stress. Finally we look at many of the good stress management techniques available.*

*By the end of the section, you should have a much clearer understanding of stress and the importance of managing it. You should be able to analyze the points of pressure in your life, and plan to neutralize them. You will also have access to a wide range of different methods to reduce stress.*

*This course is compulsory for those people who are serious in learning how to develop your stress management skills further and provide you with the physical tools and services which can help you to relax.*

## **Course Contents**

- ✓ **Stress Diary - Finding Your Optimum Stress Level**
- ✓ **'Psyching Up' - Raising Stress Levels to Improve Performance**
- ✓ **Anticipating Stress - Managing Stress by Preparing For It**
- ✓ **Imagery - Mental Adjustment of Stress Levels**
- ✓ **Thought Awareness, Rational Thinking and Positive Thinking - Controlling Internally-Generated Stress**
- ✓ **Self-Hypnosis and Autosuggestion - Powerful relaxation tools**
- ✓ **Meditation - Relaxation by Focusing Attention**
- ✓ **Taking Exercise - Improving Health and Reducing Fatigue**
- ✓ **PMR and Deep Breathing - Controlling adrenaline**
- ✓ **Time Management - Controlling Stress by Increasing Efficiency**
- ✓ **Improving Attitudes - Reducing Social Problems**
- ✓ **Slowing Down Out of Work**
- ✓ **Health and Nutrition - Reducing Chemical Stress**
- ✓ **Eliminating Stress From Your Environment**

# Time Management for Students

*This course teaches students how to use personal time management skills. These are some of the most important study and life skills that you can learn.*

*Time Management skills are essential for successful people - these are the practical techniques which have helped the leading people in business, sport and public service reach the pinnacle of their careers.*

*The skills explained in the sections will help you to become reliable and effective and show you how to identify and focus on the activities that give you the greatest returns. The section finishes by explaining goal-setting, which is a vitally important skill for achieving what you want to achieve with your life.*

*If you are serious about getting ahead in life and want to be the best then this course will help you to develop your skills further and will support you in your regular use of time management skills.*

## **Course Contents**

- ✓ **Introduction**
- ✓ **Costing Your Time - Finding out how much your time costs**
- ✓ **Deciding Work Priorities - Doing tasks which add the greatest value**
- ✓ **Activity Logs - Understanding where you lose time**
- ✓ **Small-Scale Planning - Action Plans**
- ✓ **Prioritized To Do Lists - Doing the most important things first**
- ✓ **Personal Goal Setting - Planning to Live Your Life Your Way**

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# Building Self Esteem

*This course is designed to help build an awareness of the issues surrounding self-esteem from what it actually is and how it effects our lives. It will discuss the definitions of self esteem, where it comes from and how it is developed.*

*This course will cover the differences between healthy and unhealthy self-esteem and how our values, beliefs and self-talk impact on the development of self-esteem. The dangers of negative self-talk will also be examined as will a variety of ways in which this can be changed. Finally, issues of self-forgiveness and letting-go of the past will be looked at. The course will suggest ways in which patterns of low self-esteem and negative self-talk can be changed to improve self-belief and personal values.*

*An important part of the course will be for you (the learner) to delve into your own issues of self-esteem through a series of exercises and assignments. Gaining an understanding of the context in which our self esteem issues lie can help us develop ways to better deal with these in an innovative and personal manner. The course is designed for you to decide what you want to achieve and find positive ways in which to do it.*

## **Course Contents**

- ✓ What is Self-Esteem? - How we acquire it in our lives.
- ✓ Healthy and Unhealthy Self-Esteem – different kinds of self-esteem.
- ✓ Values, Beliefs and the Dangers of Negative Self-Talk
- ✓ Changing Negative Self-Talk
- ✓ Letting Go and Self-Forgiveness
- ✓ Assertiveness
- ✓ Dealing with Conflicts

# Improving Your Creativity

*This courses teaches students a wide range of techniques you can use to come up with creative and imaginative solutions to the challenges you face.*

*The section starts by showing you how to use three systematic approaches to creativity. It then discusses some important lateral-thinking based approaches, which can be used to come up with startling and original solutions to problems. Finally it explains how to use two powerful and important problem-solving processes.*

*This course is a must for those people who are serious in helping themselves and their loved ones develop their creativity skills further.*

## **Course Contents**

- ✓ Reversal - Improving Products and Services
- ✓ SCAMPER - Generating new products and services
- ✓ Attribute Listing, Morphological & Matrix Analysis- Creating new products, services & strategies
- ✓ Brainstorming - Generating many radical ideas
- ✓ Reframing Matrix - Looking with different perspectives
- ✓ Concept Fan - Widening the search for solutions
- ✓ Random Input - Making creative leaps
- ✓ Provocation - Carrying out thought experiments
- ✓ DO IT - A simple process for creativity
- ✓ Simplex - A powerful problem-solving process

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