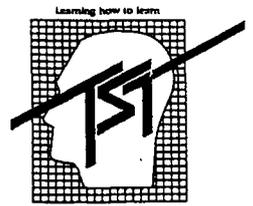


Thinking Skills Training

Management Training & Development
Seminars by Dr Richard Broome



Welcome to

THINKING SKILLS

A seminar on creative data handling skills for the information age

"The goal of education is ultimately the self-actualization of a person, the becoming fully human, the development of the fullest height that the human species can stand up to" - Abraham Maslow



INITIAL AND FINAL TESTING

SPECIFIC SKILLS:

Answer here at **START**

Answer here at **FINISH**

- A. **STUDY TESTS** *technical book* (pages per hour and estimated percentage comprehension, p3)pph.....%
- B. **CREATIVITY TESTS:** *Idea generation* (number of uses per minute, p4)uses pm
- C. **MEMORY TESTS:** Recall of random items (number recalled, p7)/10
- D. **MEMORY TESTS:** Recall of names (number recalled, p8)out of.....
- E. **READING TESTS:** Reading Speed p 9 - *novel* (words per minute and estimated percentage comprehension).....wpm.....%

SELF EVALUATION:

Give yourself a mark out of 10 to indicate how you feel today about:

- Your Learning Ability/10...../10
- Your Memory Ability/10...../10
- Your Creative Ability...../10...../10
- Your Communication Ability/10...../10
- Yourself as a Person/10...../10
- How Much of your General Mental Potential are you using?...../10...../10
- Now tally down and enter **TOTAL**...../60...../60



A. STUDY NOTES



B. CREATIVITY TESTS

(Alternate Use Test)

Test 1

Test 2

Test 3

Uses

Test 1	Test 2	Test 3
Uses		



SPEECH TITLES

Title 1

Title 2



FIRST SPEECH PLANNING NOTES

title



C. MEMORY TESTS

(Short Term Memory Tests)
(Number Object Tests)

FIRST TEST

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

RETEST

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.



D. MEMORY TESTS

(Names and Faces)

Test1

Retest

NAME

OCCUPATION

NAME

OCCUPATION



INDIVIDUAL PROBLEMS

List any areas where you feel your brain may not be delivering its full potential.

GROUP PROBLEMS

Other problems discussed in my group were:



LIFE EXPECTANCY TABLES

DR DIANA WOODRUFF is a psychologist who believes we all have the capacity to live to be 100. In fact, she says, biologists set the top limit for human life even higher - at 120. After years of research on longevity she has drawn up the quiz below, which enables most of us to work out how long we will live. Her own view is that contented fun-lovers have the best chance of living to be 100. See how you rate.

Start by looking up your own age in the Long-Life table. Against this, you will find your basic life expectancy, derived from figures produced by insurance actuaries. Then, in answering the questions below, add to, or take away from this figure, according to how your life style and personality affect your habits.

Remember one thing: women can expect to live roughly three years longer than men (for whom the table below is designed). Women, therefore, should add three years to start with.

THE LONG-LIFE TABLE

To answer the quiz, you need to know your basic life expectancy. This table has been compiled from life insurance statistics, applicable to white European males. Women should add three years in each case.

Pres. Age	Est. Life Expec.						
15	70.7	32	71.9	49	73.6	66	78.4
16	70.8	33	72.0	50	73.8	67	78.9
17	70.8	34	72.0	51	74.0	68	79.3
18	70.9	35	72.1	52	74.2	69	79.7
19	71.0	36	72.2	53	74.4	70	80.2
20	71.1	37	72.2	54	74.7	71	80.7
21	71.1	38	72.3	55	74.9	72	81.2
22	71.2	39	72.4	56	75.1	73	81.7
23	71.3	40	72.5	57	75.4	74	82.2
24	71.3	41	72.6	58	75.5	75	82.8
25	71.4	42	72.7	59	76.0	76	83.3
26	71.5	43	72.8	60	76.3	77	83.9
27	71.6	44	72.9	61	76.6	78	84.5
28	71.6	45	73.0	62	77.0	79	85.1
29	71.7	46	73.2	63	77.3	80	85.7
30	71.8	47	73.3	64	77.7		
31	71.8	48	73.5	65	78.1		

- Add one year for each of your grand- parents who lived to be 80 or more. Add half a year for each one who topped 70.
- Add four years if your mother lived beyond 80, and two if your father did so.
- Take off four years if any sister, brother, parent or grandparent died of a heart attack, stroke or arteriosclerosis before 50. Subtract two years for each of these who died between 50 and 60.
- Take off three years for each sister, brother, parent, or grandparent who died of diabetes mellitus or peptic ulcer before 60. If any of these died of stomach cancer before then, take off two years. For any other illnesses which killed them before 60 (except those caused by accidents) subtract one year.
- Women who cannot have children, or plan none, subtract half a year. Women with over seven children take off one year.
- If you are a first-born, add one year.
- Add two years if your intelligence is above average.
- Take off 12 years (yes, 12) if you smoke more than 40 cigarettes a day; 20 - 40, subtract seven years, less than 20, take off two years.
- If you enjoy regular sex once or twice a week, add two years.



10. If you have an annual check-up (a thorough one) add two years.
11. If you are overweight (or ever have been) take off two years.
12. If you sleep more than 10 hours every night, or less than five, take off two years.
13. Drinking. Light drinkers - that is, you don't drink every day - add one and a half years. If you don't drink at all don't add or subtract anything. Heavy drinkers and alcoholics - take off eight years.
14. Exercise. Three times a week - jogging, cycling, swimming, brisk walks, dancing or skating - add three years. Weekend walks etc. don't count.
15. Do you prefer simple, plain foods, vegetables and fruit, to richer, meatier, fatty foods? If you can say yes honestly AND stop eating before you are full, add one year.
16. If you are frequently ill, take off five years.
17. Education. If you did post-graduate work at university add three years. For an ordinary bachelor's degree add two. Up to A level add one. O level and below - none.
18. Jobs. If you are a professional person, add one and a half years; technical, managerial, administrative and agricultural workers add one year; proprietors, clerks and sales staff add nothing; semi-skilled workers take off half a year; labourers subtract four years.
19. If, however, you're not a labourer but your job involves a lot of physical work add two years. If it is a desk job, take off two.
20. If you live in a town or have done for most of your life, take off one year. Add a year if most of your time has been spent in the countryside.
21. Readers who are married and living with their spouse should add one year. However, if you are a separated man living alone take off nine years, seven if you are a widower living alone. If you live with others take off only half these figures. Women who are separated or divorced take off four years, widows three and a half, unless you live with others in which case take off only two.
22. Unmarried women should subtract one year for each unmarried decade beyond 25, even if you are living with someone.
23. If you have changed careers more than once, and have changed houses and spouses, take off two years.
24. If you have one or two close friends in whom you confide everything, add a year.



CORONARY RISK PROFILE

Here's how to calculate your own coronary risk profile using data from the Australian Heart Foundation.

A. RATE YOUR WEIGHT

For example: Man: Height 173 cms, weight 73 kg - rates weight *average*.

Woman: Height 163 cms, weight 51 kg - rates weight *low*.

WEIGHT CHART

Height should be measured in bare feet, socks or stockings. The chart shows height in inches and centimetres and weight in kilograms. (To get kilograms, divide your weight in pounds by 2.2 or halve your weight in pounds and subtract 10% from this figure.)

MEN

Height		Weight in Kilograms			
Ins	Cms	less than			more than
61	155	51	51 - 60	61 - 67	67
62	157	52	52 - 62	63 - 69	69
63	160	53	53 - 64	65 - 71	71
64	163	54	54 - 65	66 - 72	72
65	165	55	55 - 67	68 - 74	74
66	168	57	57 - 69	70 - 76	76
67	170	59	59 - 71	72 - 78	78
68	173	61	61 - 73	74 - 81	81
69	175	63	63 - 75	76 - 83	83
70	178	64	64 - 77	78 - 85	85
71	180	66	66 - 79	80 - 87	87
72	183	68	68 - 81	82 - 90	90
73	185	70	70 - 84	85 - 93	93
74	188	72	72 - 86	87 - 96	96
75	190	74	74 - 88	89 - 98	98

YOUR WEIGHT IS... **LOW** **AVERAGE** **HIGH** **VERY HIGH**

WOMEN

Height		Weight in Kilograms			
Ins	Cms	Less than			More than
56	142	41	41 - 49	50 - 54	54
57	145	42	42 - 51	52 - 56	56
58	147	43	43 - 52	53 - 58	58
59	150	45	45 - 53	54 - 59	59
60	152	46	46 - 55	56 - 61	61
61	155	47	47 - 56	57 - 62	62
62	157	48	48 - 58	59 - 64	64
63	160	49	49 - 60	61 - 66	66
64	163	51	51 - 62	63 - 69	69
65	165	53	53 - 64	65 - 71	71
66	168	55	55 - 65	67 - 73	73
67	170	57	57 - 68	69 - 75	75
68	173	58	58 - 70	71 - 77	77
69	175	60	60 - 72	73 - 79	79
70	178	61	61 - 74	75 - 82	82

YOUR WEIGHT IS... **LOW** **AVERAGE** **HIGH** **VERY HIGH**

Now score yourself as follows overleaf...



B. SCORE YOUR RISK FACTORS

Weight (See if your weight for height and sex is *low, average or high* in the weight chart) **Write Your Score Here**
 If your weight for height and sex is: low, score 4.
 average, score 6.
 high, score 8.
 very high, score 10.

Age If you are between: 30 and 39, score 2.
 40 and 49, score 4.
 50 and 59, score 8.
 60 and 69, score 14.

Smoking If a non-smoker, score 0.
 If less than 10 cigarettes per day, score 4.
 If between 10 and 20 cigarettes per day, score 8.
 If more than 20 cigarettes per day, score 12.

Physical Activity If physically active at work, score 4.
 If inactive at work but active at leisure, score 6.
 If inactive at work and leisure, score 8.

Family History If there is no history of heart disease in the family, score 4.
 If your family history of heart disease is not known, score 6.
 If one or more parents, brothers or sisters died of heart disease
 - after the age of 55, score 8.
 - before the age of 55, score 14.

Now add down, get your "Total Part B", and go on to part C. **Total Part B**

C. CHECK YOUR RISK

Locate your "Total Part B" against your age in the table below. Then read down to check your risk.

	Age	Total Part B (or Part B + Part D see below)				
MEN	30-39	Below 15	15-19	20-29	30-34	Above 34
	40-49	Below 20	20-24	25-34	35-39	Above 39
	50-59	Below 25	25-29	30-39	40-44	Above 44
	60-69	Below 30	30-34	35-44	45-49	Above 49
WOMEN	40-49	Below 15	15-24	25-29	30-39	Above 39
	50-59	Below 25	25-34	35-39	40-44	Above 44
	60-69	Below 40	40-44	45-49	50-54	Above 54
YOUR CORONARY RISK RATING IS		LOW	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	HIGH

D. MEDICAL ASSESSMENT If you had a medical checkup recently adjust the Total Part B score by:

<u>Systolic Blood Pressure</u>	<u>Blood Cholesterol Levels</u>
Less than 110: - 6	Less than 4,7 mmol/l (185 mg/dl): - 6
between 110 - 125: - 4	4,8 - 5,4 mmol/l (186-210 mg/dl): - 4
between 126 - 145: 0	5,5 - 5,7 mmol/l (211-220 mg/dl): 0
between 146 - 155: + 4	5,8 - 6,1 mmol/l (221-235 mg/dl): + 4
between 156 - 170: + 6	6,2 - 6,7 mmol/l (236-260 mg/dl): + 6
between 171 - 185: +10	6,8 - 7,4 mmol/l (126-285 mg/dl): + 10
more than 185: +14	7,5 - 8,0 mmol/l (286-310 mg/dl): + 14
	More than 8,0 mmol/l (310 mg/dl): + 18



FOR FURTHER READING

Brain laterality
and physiology

This is a legacy reading list - all these titles and thousands more are now available from Amazon

- BLAKESLEE, THOMAS. (1980)
The Right Brain. LONDON: MACMILLAN
- RESTAK, RICHARD MD (1984)
The Brain SYDNEY, BANTAM
- RUSSEL, PETER. (1979)
The Brain Book. LONDON: ROUTLEDGE & KEGAN PAUL
- SOBEL, DAVID (1989)
The Healing Brain. LONDON: MACMILLAN
- SPRINGER, SALLY. P., DEUTSCH, GORG. (1981)
Left Brain, Right Brain. SAN FRANCISCO: W.H. FREEMAN

Noting

- BUZAN, TONY. (1974)
Use Your Head. LONDON: BBC BOOKS
- EDWARDS, BETTY. (1979)
Drawing on the Right Side of the Brain. LONDON: SOUVENIR PRESS

Reading

- BATES, DR (1929)
Better eyesight without glasses.
- BARNES, JONATHON (1989)
Improve your eyesight
- DE LEEUW, M.L.E. (1975)
Read Better. Read Faster PELICAN
- DOMAN, GLEN (1975)
Teach your baby to read PAN BOOKS: LONDON
- MINDELL, PHYLLIS DR (1994)
Power Reading NEW YORK: SIMON & SCHUSTER

Memory

- BUZAN, TONY (1971)
Speed Memory NEWTON ABBOT: DAVID & CHARLES
- HILTON, HERMINE (1986)
The Executive Memory Guide SIMON & SCHUSTER, NEW YORK
- LORRAYNE, HARRY (1981)
How to develop a super-power memory A. THOMAS & CO. WELLINGBOROUGH
- LOFTUS, ELIZABETH (1980)
Memory. READING MASS.: ADDISON-WESLEY
- LURIA, A. R. (1969)
The Mind of a Mnemonist. LONDON: JONATHAN CAPE

Any cartoon or simple drawing will do - a kids cartoon book, or political cartoon will be just great for this exercise!