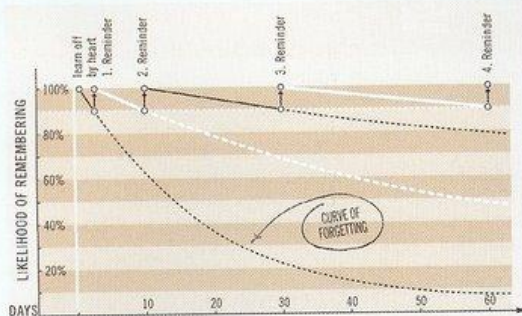


MODELS FOR DECISION MAKING: SUPERMEMO MODEL



Long-term memory has two components: retrievability and stability. Retrievability determines how easily we remember something, and depends on how near the surface of our consciousness the information is. Stability is to do with how deeply information is anchored in our brains. Some memories have a high level of stability but a low level of retrievability. Try to recall one of your old phone numbers – you probably won't be able to. But if you see the number in front of you, you will

recognise it immediately.

Imagine that you are learning Chinese. You have learned a word and memorised it. Without practice, over time it will become increasingly difficult to remember. Ideally you should be reminded of the word precisely when you are in the process of forgetting it. The more often you are reminded of the word, the longer you will remember it for. This learning programme is called Super-Memo and was developed by the Polish researcher Piotr Wozniak.

MAGIC MEETINGS DOES SIZE MATTER?

There can be a tendency to lose focus in a meeting when it gets too large, but well designed meetings can successfully engage a group from three to 300 people. **Katherine Woods** explains why getting the right people in the room is far more crucial than the size of meeting



HOW TO AVOID COMMON PITFALLS

Be creative with presentations. The art of presenting information in meetings is to be clear about what needs to be done in order to achieve the outcomes. Keep presentations to a minimum, and be creative. Try using the Pecha Kucha style – short bursts of information with images only on the slides; or large graphic wall charts, gallery walks and marketplaces. This help maximise the amount of working discussion which ensures you make the most of the brainpower in the room.

Cater to large groups. If your group size is likely to exceed about 18 then consider some of these techniques to encourage contributions:

- break the topics up into chunks that can be discussed in small groups and then connect back to the main group
- allow reflection time so people can collect their thoughts before they contribute
- provide a resource table with materials for the group. This is a more efficient way of managing hand-outs and shared documents
- use graffiti walls to allow people to express views and have side conversations publicly

Be very clear about the role of each person attending. Are they attending because of their knowledge, their decision making power, or perhaps they are a senior sponsor? Whatever the reason, ensure each person has a role.

EMERGENCY MEASURES

- 1. Don't ignore missing people.** Decisions made in a meeting without the right people there are likely to be overturned. Far better to acknowledge the situation and decide how to get the right people involved.
- 2. If you know that some people will not be able to make the meeting,** then it is worth asking for their input in advance.
- 3. If significantly more people arrive at the meeting than expected, then once again be open about this with the group.** Say how pleased you are to see such a good turnout, however, explain that in order to achieve good depth of discussion you will break the group into pairs or small groups for parts of the meeting.

Source: Katherine Woods, founder of Meeting Magic Ltd, www.meetingmagic.co.uk