



Books in a Flash!™

10 POWERFUL TRAINING EXERCISES

*Created exclusively for Mem-Cards by world renowned training experts,
Harold Stolovitch and Erica Keeps — authors of Telling Ain't Training
and Training Ain't Performance*

1. Stop the Clock

Objective: Retain key card messages and express them succinctly to others in your own words.

Number of players: From one to ten

Procedure: Pick a card at random from the deck. Give yourself exactly 60 seconds to read and interpret it. (Use a timer.) Give yourself exactly 30 seconds (elevator speech) to summarize, out loud, the key message. Do this daily with one or two new cards until you can spontaneously explain every card individually in 30 seconds or less.

Variations: Play with a partner. Each of you must express the idea in 30 seconds or less to your partner's satisfaction. You can play with a group. Each takes a turn. The group votes to accept or reject the 30 second summary.

2. Set in Concrete

Objective: Give concrete, relevant examples of concepts and principles presented in the cards.

Number of players: From one to five

Procedure: Pull a card at random from the deck. Rapidly read the front and back of the card (if card contains content on both sides). Create a concrete example of application in your work setting. If you can't, either go to the book from which the content was drawn or consult others. Alternatively, place the card on your workspace to reflect upon until you come up with a concrete example.

Variations: In a group of four or five, each player pulls a card and writes a concrete example on a sheet. When everyone is done, pass the card to the next player on the right who creates an example on his/her sheet. Continue until all players have created concrete examples for all cards and each player has his/her original card. Each player reads his/her card content and players in turn share their examples.

3. One-a-Day

Objective: Apply the content of the cards to your daily life and work practice.

Number of players: One

Procedure: Each day, randomly select a card. Read the front and back (content and quote if there is one). Reflect on what the card says. Leave it on your desk or prominently displayed in your work area so that it stays in view. Hunt for an opportunity to apply it or help another person apply it. Keep a record with card number and application. Each day, select a new card. Share your successes with others.

4. Critical List

Objective: Select priority card content to apply and/or reinforce on the job/in life.

Number of players: From one to five

Procedure: Rapidly skim all of the cards in the deck, separating them into two piles: “most important” and “important.” Do a second sort using the cards from the “most important” pile, dividing them into “critical” and “most important.” Reduce the critical cards to the five that you believe are the highest priority ones to remember and/or apply. Note the numbers of your five most critical cards. Have a colleague do the same sorting. Compare your critical lists. Discuss your reasons for the choices. Negotiate to combine choices into a single critical list of five cards. Involve others in the sorting and discussion activities. Finally, synthesize your ultimate set of five top criticals into a single t-shirt/poster/bumper sticker slogan that says it all.

5. Exam Cram

Objective: Answer questions related to any card.

Number of players: Up to 10 players

Procedure: Divide players randomly into two teams. Have each team come up with an appropriate team name. Hand each team half of the cards. Teams have 15 minutes to write one test question for each of its cards. Teams switch cards once the test questions have been completed. For the next 15 minutes, teams study the new cards just given to them to “cram” for the upcoming “exam” (study the content of the cards to prepare for the other team’s test questions). Without looking at the cards, each team in turn asks one question from the original cards to one member of the opposing team. Score two points for an unassisted correct response, one point if the team has to assist and zero points for an incorrect (or no) answer. Teams take turns until all questions have been asked. The team with the higher score wins.

6. Just Do It

Objective: Select concrete, practical applications of Mem-Card content to the job and/or to life.

Number of players: Any number

Procedure: Create three vertical columns on a sheet of paper. Randomly select three cards. Write the card titles at the top of each column. Take the first card and study it for 60 seconds. Then, in three minutes, write down as many immediate applications to your work/life situation as you can imagine. Repeat with the remaining cards for columns two and three. Retain the sheet for actual on-the-job or in-the-real-world implementation.

Variations: Play this activity in a group. Share applications. Toss in a scoring system to liven it up.

7. We Resist

Objective: Identify controversial card items. Identify potential resistances each may generate. Identify means for overcoming resistances.

Number of players: Any number

Procedure: Select three to five cards that contain ideas, principles or practices that might be considered controversial in your setting (i.e. might generate resistances). For each card, articulate what the resistance might look or sound like, what the reason/s for resistance probably are and what you/your organization can do to overcome resistance. Carry your “resist the resistance” ideas back to the job.

Variations: Do this as a group. Use brainstorming. Continue with other cards beyond the initial set.

8. Matchmaker

Objectives: Match terms, vocabulary, concepts and principles to appropriate definitions, examples or applications.

Number of players: Any number

Procedure: Create two columns on a sheet of paper. In the left column, list 10 to 12 key terms, vocabulary, concepts, principles or rules in any sequence. Arrange them vertically and then number them sequentially top to bottom with a blank to the left of each number. In the right column, arrange the individual definitions, explanations, examples and applications vertically in random sequence. Add into the list two or three entries that *do not* match any of the left column items. Label the right column entries alphabetically. Players

match right column entries with left column items, placing the appropriate letter in the blank beside the number. Add scores to increase excitement. Debrief the activity.

9. Tic-Tac-Toe...and Mo'e

Objective: Explain the contents of any card.

Number of players: Two

Procedure: Create a 4x4 grid. Place all of the cards in a single pile, quote (non-content) side up. Player 1 (coin flip) takes a card, skims the content and asks a question. Player 2 has 10 seconds to respond. If correct, Player 2 places an "X" anywhere on the grid. Roles are reversed. Player 2 picks the next top card, skims the content and poses a question. If Player 1 answers correctly in 10 seconds, s/he places an "O" on any unoccupied grid space. If not, no "O" gets placed and Player 1 picks up the next card. Play continues until one player gets three "Xs" or three "Os" in a line vertically, horizontally or diagonally.

10. Card-of-the-Week

Objective: Apply card content. Make a specific card content the priority for the week.

Number of players: From one to an entire work team or organization

Procedure: A card is selected from the deck either deliberately or randomly. It becomes the "card-of-the-week." It establishes the priority practice/application for the individual/team/organization as appropriate. If done individually, the person continuously seeks opportunities for application and tracks these in a journal. If applied in a group, there is an end-of-the-week sharing and discussion. In both cases, a new card is selected to be card-of-the-week for the following week.



Books in a Flash!™

10 ADDITIONAL TRAINING EXERCISES

Created exclusively for Mem-Cards by world renowned training experts, Harold Stolovitch and Erica Keeps — authors of Telling Ain't Training and Training Ain't Performance

1. Beat Me

Objective: Rapidly scan Mem-Card content to extract key words and ideas.

Number of players: Two (requires two decks)

Procedure: Each player selects five cards from his/her own deck and writes down a key phrase from the content that highlights the important message of the card. Players switch lists. One says, "Go!" and both players scan their decks to match statements to appropriate cards. The first one to get all five wins. If there are any errors, the player with the most correct wins.

Variation: Play with up to five players. Each player takes a turn presenting the five key phrases. The rest hunt in their individual decks.

2. Twister

Objective: Separate false from accurate card information, principles or applications.

Number of players: Two

Procedure: Each player selects a card, reads it and then presents the content to the other player, but twists the meaning, lesson or principle so that there is something wrong. The other player must identify what has been twisted (what's wrong). If not, the card is set aside to review and replay. You can give points to spice it up.

3. Concentration (a.k.a. Memory)

Objective: Match quotes on cards with content. (Note: Can only be played with Mem-Cards that have content on one side and a quote on the other.)

Number of players: Two (requires two decks)

Procedure: Play with all 26 cards or any subset of 10 cards or more from both decks. This is necessary to have perfect pairs. Shuffle each deck

separately. Lay out cards from each deck randomly. Deck one: lay out all the cards quote side up. Deck two: lay out all the cards with the card number and content side up. Each player selects a quote card and matching content card to create a pair. Player turns over quote card to verify perfect match. If correct, s/he removes the pair. Next player plays. If the two selected cards don't match, quote card is returned quote side up and next player plays. Game continues until all cards are removed. Player with the highest number of cards wins.

4. Testing 1...2...3

Objective: Verify comprehension of card content.

Number of players: Any number

Procedure: Select any number of cards, but no less than 10. Read the content of each card. Write down the card numbers and create a test question for each. Shuffle the cards. Draw one and cover its content with the book title card. Read the matching test question and answer it. Lift the book title card to check yourself. Create two piles of cards: one with cards you answered correctly, the other with cards you answered incorrectly. Redo the cards you missed until you get them all right.

Variations: Play in pairs or groups.

5. Perfect Quote (only for card sets with author quotes on one side)

Objective: Quote the author/s accurately.

Number of players: Any number

Procedure: Select cards at random. Write down the card numbers. Copy the author quotes for each, leaving out three words from each quote and replacing the deleted words with blanks. Set aside the cards and fill in the blanks with the correct words. When finished, verify your word choices against the author quotes. Set aside cards for which you got even one word wrong. Repeat with the "missed-quoted" cards until you get them all perfect. Select another set of five cards and repeat the procedure until you can "perfectly quote" the author/s.

Variations: Play in pairs or groups. Add a fun scoring system. At the end, hold a challenge match to see who can quote the most cards perfectly.

6. In Other Words (only for decks with author quotes)

Objective: Succinctly state the essence of a card's meaning.

Number of players: Two

Procedure: Select five cards at random. Read the quote carefully on each card. Then read the content side. Rewrite, in your own words, on separate slips of paper, each of the five author quotes. Hand the cards and slips of paper to a colleague and ask him/her to match your handwritten quotes to the originals. Reverse and have the colleague do the same to you. For a bit of extra fun, give yourself one point for each match your colleague makes and vice-versa.

7. Hit or Myth

Objective: Separate true statements from false ones.

Number of players: Any number, but at least five

Procedure: Create 10 “hit or myth” (true or false) statements based on the card contents. Make each statement reasonable sounding. Present the statements, one at a time, to a group of players. Have them decide individually whether the statement is a “hit” (true) or a “myth” (false). Then review each statement revealing whether it is indeed a hit or myth. Provide explanations drawn from the cards (and book). Score participants as follows: one point for each right plus one point for each player that guessed incorrectly. The tougher it was to decide on the correct answer, the higher the points per statement.

8. Jeopardy

Objective: Rapidly associate correct answers to questions and questions to answers that might arise about a specific content point.

Number of players: Any number, but at least three

Procedure: Just as in the television game, create answers based on the cards’ contents or quotes. Participant players must come up with matching questions for each answer. Participants can study all of the cards (or a subset) beforehand. When giving an answer, the first person to raise a hand (press a button) gets to pose the question. Build in any elaborations or scoring system that fits with the group.

9. What’s Wrong With This Scene?

Objective: Quickly spot when something is wrong according to the Mem-Card contents.

Number of players: Any number, but at least three

Procedure: Create brief scenarios in which the wrong thing is being said or done. Participants examine their cards to discover what's wrong and what should be said or done to make it right. The responding player must show the appropriate card as evidence.

Variation: Use subsets of cards (5-10) to simplify. Create a scoring system to add spice to the activity.

10. Quiz Game

Objective: Recall the right thing to say or do based on Mem-Card content.

Number of players: Medium-size group, preferably 12 to 20

Procedure: Players each randomly select a card from the deck. On a slip of paper, each player writes a question based on the contents of the card. When all have written their questions, they are collected and randomly distributed to players. If any player gets his/her own question, it is changed