



IO1/A3. TRANSVERSAL SKILLS ENHANCEMENT STRATEGY AND SUPPORTING ACTIONS (TEMPLATE)



SEE FIRST

SEE FIRST

PROBLEM SOLVING: Attention to Detail

Author (s):



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TITLE OF THE DELIVERABLE

PROJECT INFORMATION

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PROJECT TITLE: SEEKING FIRST JOB EQUIPPED WITH PROPER SOFT SKILLS

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1. GUIDELINES

GUIDELINES

- Prepare 6 goal cards per skill subcategory. For example, 6 goal cards for Active listening and 6 for Negotiation.
- Fill in all the fields and maintain the formatting and structure
- Each proposed activity should be in a separate card – don't combine 2 activities in one card and don't divide 1 activity into 2 cards.
- To add a new goal card, copy and paste one of the existing goal cards
- At the end of each skill subcategory, prepare 6-8 assessment questions.



1. Problem solving

1.1 Attention to detail

1.1.1 INTRODUCTION

DESCRIPTION OF THE SKILL

Attention to detail can be defined as ***thoroughness in accomplishing a task through concern for all the areas involved, no matter how small.*** Developing strong attention to detail makes you more effective in the workplace, increasing your productivity and reducing the likelihood of an error. Thinking through the fine points of any given project or task will help you and your team see the big picture and better understand what the final product might look like. Maintaining attention to detail also ensures you maintain efficiency as you work through projects, increasing your productivity, and reducing the chances of mistakes and errors, making your job easier in the long run. This is the reason why attention to detail is desirable skill employers are looking for.

1.1.2. GOAL CARDS

Activity 1: Do you remember all the words?

DESCRIPTION OF THE ACTIVITY

This exercise can help to teach a number of important topics related to memory and retention. It is rather simple. Participants are just required to go through a list of words and recall what has been stated. However, the way the list is structured covers various interesting topics related to memory, such as:

- Effect of primacy on memory
(The tendency to recall information presented at the start of a list better than information at the middle or end).
- Effect of recency on memory
(The tendency to remember the most recently presented information best).
- Repetition
- Element of surprise
- False-memory

Through this activity, participants will understand the effects of these characteristics on their memory and, by understanding them, they will improve their focus and attention to detail.



The steps to execute this exercise are below:

- Get papers and pens
- One of the participants will shortly read a list of words (list provided in the section "Tools and resources needed" to them. They must listen without taking any notes and try to remember as many words as they can. Once the participant read all the words, the others can start writing down as many words as they can recall.
- Once everyone is ready, the participant can start reading the words from the list.
- Once finished, all participants should write in the paper the words they recall.

The participants read the list, now should ask the following questions:

- **Primacy. "Who remembered 'door'?"**
 - Many of you remembered this word. This is because of the primacy effect that affects us remembering the first things we hear.
 - **Recency. "Who remembered 'fork'?"**
 - Many of you remembered this word. This is because of recency effect that means we are likely to remember the most recent information. In that case, one of the last words in the list.
 - **Repetition. "Who remembered 'chair'?"**
 - Many of you remembered this because it was repeated three times in the list.
 - **Surprise. "Who remembered 'lion'?"**
 - Many of you remembered this word because it stood out from the rest of the list. It is also an unusual word that makes it easy to remember in comparison with a bunch of other general words you just heard.
 - **False-memory. "Who remembered 'table'?"**
 - This list wasn't on the list but you can see if anyone spots that this word. Some of you might have believed that it was because there were several related words such as "chair", "dinner", "fork", and "plate" which lead to the false recognition of the word "table" and led to a false-memory.
- Below there are several questions that participants can answer once they complete the activity:
 - **Did this exercise help you understand the different effects of memory?**
 - **How can you apply what you have learned in this activity to practical applications on memorisation?**
 - **Are these effects related to work?**
 - **How does its activity is related to decision making ?**



TYPE OF THE ACTIVITY
Simple activity that can be implemented immediately without requiring the completion of another activity
CONNECTED ACTIVITIES
N/A
TOOLS & RESOURCES NEEDED
Some papers, a pen and a list of words. Consider the following as words list : <ul style="list-style-type: none">• Door• Bag• Keyboard• Lion• Chair• Pan• Cookie• Clock• Plate• Chair• Mug• Flower• Bus• Pen• Chair• Window• Dinner• Plaster• Tomato• Fork• Papers
TIME REQUIRED



20-30 minutes
Number of learners
2 or more
RELEVANT SECTORS
Include one or more sectors to which this skill is relevant. Please choose from the sectors below: <ul style="list-style-type: none">• Agriculture• Culinary arts• Economics• Education• Engineering• Management• Military• Office Administration• Public administration• Sports
ADDITIONAL RESOURCES
N/A
REFERENCE
Cuncic, Arlin. (2020) Understanding the Primacy Effect. [Online] Available at: < verywellmind.com > accessed [16 th February 2021]
(2020) What Are the Basic Principles of Memory. [Online] Available at: < Skillsconverged.com > accessed [16 th February 2021]
IMAGE
https://images.app.goo.gl/defNnzgGVux9nUAD6
INTRODUCTION



Open your ears! Will you remember all the words? In this activity, you will learn about 5 topics related to memory (Effect of primacy on memory, Effect of recency on memory, Repetition, Element of surprise, False-memory) and how they affect our memorization and attention.

Activity 2: What's in the box?

DESCRIPTION OF THE ACTIVITY

Sensory memory allows individuals to recall information about a complex stimulus immediately after the original stimulus has ceased. Sensory memory is an automatic response and is not a part of a cognitive control. The information collected in this type of memory is the "raw data" of a person's overall sensory experience.

In sensory memory, the incoming information is transferred quickly to working memory. Due to the limited capacity of the working memory, the amount of information that arrives there is significantly reduced.

There are 3 types of sensory memory that can be defined as following:

- **Iconic memory**
"Sensory input to the visual system goes into iconic memory, so named because the mental representations of visual stimuli are referred to as icons".
- **Echoic memory**
"Echoic memory is the branch of sensory memory used by the auditory system".
- **Haptic memory**
"Haptic memory is the branch of sensory memory used by the sense of touch. Sensory receptors all over the body detect sensations like pressure, itching, and pain, which are briefly held in haptic memory before vanishing or being transported to short-term memory".

This activity aims to help participants practice memorizing and paying attention to detail by using different sensory memory. The activity follows a repeated pattern that can help participants focus on their surroundings. This activity also highlighted the importance of using all non-verbal senses, such as practicing sensing memory. The exercise is also useful for teamwork, communication skills and leadership skills.

The "What's in the box?" game is set up as follows:

- One participant (participant n1) should choose some objects, divide them into two groups, and place them in different spaces (i.e. tables). Once they place them, they should cover them with a piece of cloth so as participants cannot see the objects.
- Participant n1 should show the rest of the participants the first series of objects and have 5 minutes to observe them without touching them or keeping notes.



- After the 5 minutes come, participant n1 should cover the objects and ask participants a series of questions to test their memory. For example:
- Participant n1 should ask other to recall and name all the objects they saw. You can use a flipchart to write down all the objects recalled by the participants.
- Participant n1 can ask specific questions about the features of the objects and see if participants can recall correctly. For example, “What was the colour of the book?”, “What was the brand of the pen?”.
- Once you all finish with the questions, participant n1 should do the same for the second set of objects. They should reveal the objects and allocate another 5 minutes for participants to observe them. But this time, participants are allowed to touch the objects.
- As before, after the allocated time pass, participants should discuss the objects they saw in detail.

After finish participants can discuss the following questions:

- How successful were you in recalling?
- How many objects did you recall?
- Was it easy to remember the objects and heir features?
- Did you collaborate for remembering the objects?
- Did anyone took a leading role?
- Was it easier in the second round to recall after touching the objects?
- By taking part in this activity is it more easy for you to explain the sensory perception and memory?
- What did you learn from this exercise?

TYPE OF THE ACTIVITY

Simple activity that can be implemented immediately without requiring the completion of another activity

CONNECTED ACTIVITIES

N/A

TOOLS & RESOURCES NEEDED

- Two sets of objects. These can be house-hold or office objects. Include about 30 objects in each set. Some objects should be familiar to everyone. Include objects that are not too obvious or mainstream as well.
- Empty boxes where you can place the objects in.
- Two pieces of cloths.
- Flipchart (not necessary)



TIME REQUIRED
30-40 minutes
Number of learners
2 or more
RELEVANT SECTORS
<p>Include one or more sectors to which this skill is relevant. Please choose from the sectors below:</p> <ul style="list-style-type: none">• Aesthetics• Agriculture• Arts• Culinary arts• Economics• Education• Engineering• Informatics• Law• Management• Medical and Health Care (including veterinary)• Military• Natural sciences• Office Administration• Public administration• Social sciences• Sports• Tourism
ADDITIONAL RESOURCES
NA
REFERENCE
Lumen (2021). Types of memory. [Online] Available at https://courses.lumenlearning.com/ . [accessed on 18-02-2021]



IMAGE

<https://www.pexels.com/photo/white-quote-paper-cutout-1111370/>

INTRODUCTION

Will you remember all the objects in the box?

In this activity you will learn about sensory memory and exercises to improve your attention to detail.

Activity 3: Out of the window

DESCRIPTION OF THE ACTIVITY

Technology and our generally hectic lifestyles seem to have a negative impact on our attention span. It is easy for our mind to tend to be tuned to several channels at the same time, and this happens because we are constantly receiving a large amount of stimuli. We find it hard to stay there, to keep our attention fixed on what we are doing, or watching, without feeling the urge to continually distract ourselves to read the messages on the phone, take a look at the news, scroll for two minutes on social networks or whatever else. Being multitasking is a requirement in the modern world though this characteristic is not always advisable when it comes to improve the attention to detail skill and ability to focus and concentrate.

This is particularly the case when it comes to using digital technology:

our attention is continuously divided between the physical world in which we find ourselves and the one to which our devices connect us. Such dichotomy weakens the interactions with the here and now, with the people and with the things that are close to us at this very moment.

This problem can be felt more or less depending on the person, and may or may not connect with states of anxiety and stress of the people involved.

Studies report that human attention is extremely fragile since 50% of the time not spent asleep is given to wondering. Lack of attention has serious consequences for all of us, but especially for people working in high-stakes fields (medical doctors, military personnel and criminal lawyers, for instance). Attention to detail is crucial and when our minds are not focused such skill becomes unattainable. There are nevertheless some strategies and techniques you can master to keep your mind focused and present instead of moving from one thought to another, from one action to something else. Strikingly simple exercises though, as the activity proposed, called "Out of the window" have a strong positive effect in boosting your ability to catch every single detail and be present here and now.

The activity is based on mindfulness technique: mindfulness is described as a sort of process



and practice that - through the implementation of particular meditation techniques - leads the individual to be aware of themselves, their thoughts, their feelings and reality, understood as here and now, which surrounds it.

The 'Out of the window' activity foresees a solo player who:

- sit comfortably next to a window in a well-known place (location can be the office or home);
- observes out of the window in silence for 10 mins at least, studying the view, witnessing what happens in the space to which the window gives him/her access.
- close their eyes for at least 3 minutes
- writes down on a paper sheet everything they noticed from the observation they just had

In alternative the observing session can be done in couples and a brainstorm can be conducted after it to compare which elements each player has been observing and capturing.

The 'Out of the window' activity is a mindfulness practice which helps the learner focusing on an image, keeping his attention span high and at the same time relaxing and calming down brain. The exercise, therefore, has a good impact not only on the players' attention to detail skill and consequently problem solving abilities but on their overall wellbeing and mental health as well.

TYPE OF THE ACTIVITY

Simple activity that can be implemented immediately without requiring the completion of another activity

CONNECTED ACTIVITIES

N/A

TOOLS & RESOURCES NEEDED

A chair or comfortable seat next to a window well enlightened;
A pen and a sheet of paper.

TIME REQUIRED

25-30 minutes (10 minutes of observation, 3 with eye shut, 10 or slightly more for confrontation and writing)

Number of learners

1 (solo version) or 2



RELEVANT SECTORS

Include one or more sectors to which this skill is relevant. Please choose from the sectors below:

- **Agriculture**
- **Culinary arts**
- **Economics**
- **Education**
- **Engineering**
- **Management**
- **Military**
- **Office Administration**
- **Public administration**
- **Sports**

ADDITIONAL RESOURCES

https://www.ted.com/talks/amishi_jha_how_to_tame_your_wandering_mind (2017)

Amishi Jha studies how we pay attention: the process by which our brain decides what's important out of the constant stream of information it receives. Both external distractions (like stress) and internal ones (like mind-wandering) diminish our attention's power, Jha says -- but some simple techniques can boost it. "Pay attention to your attention," Jha says.

REFERENCE

Barnett, R. 2018. *4 simple exercises to strengthen your attention and reduce distractibility* (online). Available at: <https://ideas.ted.com/4-simple-exercises-to-strengthen-your-attention-and-reduce-distractibility/> Accessed on 18th February 2021

Innorta, M. 2020. *12 + 2 modi non convenzionali per esercitare l'attenzione* (online). Available at: <https://www.mywayblog.it/attenzione/> Accessed on 18th February 2021

IMAGE

<https://pixabay.com/photos/building-window-glass-establishment-2560843/>

INTRODUCTION

Observe the world out of the window! Will you catch every single detail of what crosses your sight? In this activity, you will learn how to practice mindfulness and boost your focusing ability.



Activity 4: The parrot's game

DESCRIPTION OF THE ACTIVITY

Attention is an important skill that can be trained and improved. Training our attention could bring benefits to our life.

In fact, having a good level of attention leads people to be more productive without delaying their commitments. This allows individuals to balance the time dedicated to work and duty and the time they can dedicate to free time.

When we have to remember something, attention plays a fundamental role. If we're not attentive when we receive some input, our brain will never collect that information, and we won't be able to remember it.

Let's take the example of "working memory". It's a kind of memory that we use to remember something important in the present moment (e.g., a list of things, a phone number etc.). The information is useful for a short time, but not in the future.

Working memory has a limited storage capacity, so it is important to select and preserve the correct information in order to have what we need for the necessary period. The level of attention for this activity is fundamental.

To better understand this cognitive mechanism, we will use a game that tests this kind of skill.

The "parrot's game" is played in two.

The game is set up as follows:

- The first player (A) will have to ask a series of questions to the other about their personal life. Some examples of questions could be:
 - "Where are you from?"
 - "How many people are there in your family?"
 - "Have you ever had pets?"
 - "What did you study?"
 - "What are your hobbies?"
- The other player (B) answers the questions about themselves.
- Player A listens, but cannot take notes. He/she has to remember as much information as possible.
- When the conversation finishes, the player (A) has 5 minutes to take note of everything that the other participant said, without the possibility to ask for other information or ask to repeat something.
- When the player (A) is ready, he/she presents himself/herself impersonating the other player (B) and tries to repeat everything that he/she remember.
- In the end, the two players discuss together to verify how much information player A repeated correctly.



<ul style="list-style-type: none"> The game can start for a second round, in which the participants invert their roles.
TYPE OF THE ACTIVITY
Simple activity that can be implemented immediately without requiring the completion of another activity.
CONNECTED ACTIVITIES
N/A
TOOLS & RESOURCES NEEDED
<ul style="list-style-type: none"> A piece of paper A pen
TIME REQUIRED
30/40 minutes
Number of learners
2
RELEVANT SECTORS
<p>Include one or more sectors to which this skill is relevant. Please choose from the sectors below:</p> <ul style="list-style-type: none"> Agriculture Art Economics Education Engineering Management Military Office Administration Public administration Sports
ADDITIONAL RESOURCES



N/A

REFERENCE

Burmester A. (2017) Working Memory: How You Keep Things “In Mind” Over the Short Term. The Conversation US. [Online] Available at:

<<https://www.scientificamerican.com/article/working-memory-how-you-keep-things-ldquo-in-mind-rdquo-over-the-short-term/>> accessed [04th March 2021].

Wigmore I. (2018) Attention training. [Online] Available at:

< <https://whatis.techtarget.com/definition/attention-training> > accessed [04th March 2021].

IMAGE

<https://pixabay.com/illustrations/ear-auricle-listen-listen-to-2973126/>

INTRODUCTION

Do you think you're a good listener?

Test yourself through the experiences of another person.

Activity 5: Travel suitcase

DESCRIPTION OF THE ACTIVITY

Having good attention to detail is important to be more efficient in our personal life and at work. This ability could be improved through games and activities.

One of the most effective ways to stimulate attention is through training our memory. In the "travel suitcase" game, the participants find themselves in front of various objects that gradually are subtracted from the field of view.

Our threshold of attention is very limited, never as today we are surrounded by so many different stimuli. This is why we should improve our selective attention.

It's important to learn how to focus on the things that are really important to carry out our duties



without distracting us and reach our goals. To do this we have to develop the ability to ignore certain stimuli and concentrate on others.

This kind of activity helps us stimulate selective attention: participants have to select only objects belonging to a category (i.e. summer holiday) and remember a sequence of objects chosen by the other players, avoiding being distracted by the environment.

The game is set up as follows:

- A suitcase full of objects is placed in the middle of the playing area. You can choose objects that you would really like to take on a holiday. For example, imagine to prepare the suitcase for a beach holiday, what would you take with you? A swimsuit, hat, sunscreen, sunglasses, towels etc. In the same time, you have to choose also objects that you wouldn't take on this type of holiday (e.g. Winter Boots, scarf, gloves, pullover);
- All objects are set on the floor;
- The first player chooses an object and puts it inside the suitcase and then closes it;
- Then he/she chooses a participant and asks them what object the payler put in the suitcase. If the participant guesses, the game continues, and the next player chooses another object and inserts it in the suitcase (he have to choose only summer objects!). The participant chooses another player and asks them to identify which objects have been hidden.
- The next participant should guess the objects and the correct sequence with which they have been hidden. If the player guesses right, they continue the game in the same way: they player hides an object and so on.
- The game continues until a participants wins by guessing correctly all the items or the objects are finished.

TYPE OF THE ACTIVITY

Simple activity that can be implemented immediately without requiring the completion of another activity.

CONNECTED ACTIVITIES

N/A

TOOLS & RESOURCES NEEDED

- A suitcase where you can place the objects in.
- A set of objects, such as the following list:
 - Swimsuit;
 - Flip-Flops;
 - Book;
 - Sun hat;
 - Sunscreen;
 - Lip balm;
 - Sunglasses;



<ul style="list-style-type: none"> ○ Water bottle; ○ Beach towels ○ Winter Boots ○ Scarf ○ Gloves ○ Pullover
TIME REQUIRED
20 - 30 minutes
Number of learners
2 or more
RELEVANT SECTORS
<p>Include one or more sectors to which this skill is relevant. Please choose from the sectors below:</p> <ul style="list-style-type: none"> ● Agriculture ● Art ● Economics ● Education ● Engineering ● Management ● Military ● Office Administration ● Public administration ● Sports
ADDITIONAL RESOURCES
N/A
REFERENCE
<p>Breda L., Fiorentino S., Sartori S. (2018) L'inclusione per me. [Online] Available at: http://www.provincia.bz.it/formazione-lingue/scuole-infanzia/downloads/quaderno_attivita_convegno.pdf accessed [27th February 2021].</p> <p>Cerry. K. (2020) How We Use Selective Attention to Filter Information and Focus. [Online] Available at: https://www.verywellmind.com/what-is-selective-attention-2795022#:~:text=Selective%20attention%20is%20the%20process,and%20focus%20on%20wha</p>



†%20matters> accessed [27th February 2021].

IMAGE

<https://pixabay.com/photos/luggage-travel-sunlight-vacations-1149289/>

INTRODUCTION

Are you ready for the journey? Have you prepared your suitcase? In this game, you have to pay attention to the objects and test your ability to memorise them!

Activity 6: The "messy" story

DESCRIPTION OF THE ACTIVITY

Nowadays, problems related to lack of attention are common, especially because the new technologies expose us to various stimuli. This overload of information leads us to lower our threshold of attention. For this, it is important to improve cognitive functions related to attention and memory, which help us select and focus on some elements rather than others.

This activity should help participants to train their concentration and test their level of attention and memory.

Human attention can be of different types of attention, since the cognitive process happens in the brain on many levels, and it is extremely complex. There are:

- Focalized attention: thanks to this type of attention, you can select only the relevant stimuli, discarding the distracting ones.
- Sustained attention: thanks to this type of attention, you can maintain the concentration to achieve a certain task or goal that takes a long time to be reached.
- Divided attention: thanks to this type of attention, you can hold attention to do multiple tasks simultaneously.
- Alternating attention: thanks to this type of attention, you do multiple tasks by moving the attention from one to the other.

Attention and memory are strictly correlated. Often, if we are not attentive to what we do or



what someone tells us, we forget the content or some elements quickly. Instead, if you have a good threshold of attention you could memorize the elements in a better way.

The steps to execute this exercise are the following:

- Before to start the activity one of the players chooses a story to read during the game and have to draw the main scenes of the story on different pieces of paper: vignettes that represent the main actions of the story;
- Participants are divided into different groups according to the number;
- The player reads a story and all the participants listen to it without being able to take notes;
- When the player finishes reading, he delivers to each group an envelope, which contains the drawings of the story (the same for all groups);
- Participants have 5 minutes to put the drawings in order;
- The team that puts in order the most correct number of drawings wins the game.

At the end of this activity, the participants should discuss the four types of attention mentioned above and reflect on them.

Participants will try to give some examples answering the following sentences: what type of attention you use every day? Could you give some example of activity in which you have to use at least one of the types of attention?

TYPE OF THE ACTIVITY

Simple activity that can be implemented immediately without requiring the completion of another activity.

CONNECTED ACTIVITIES

N/A

TOOLS & RESOURCES NEEDED

The necessary for this activity is very simple:

- A story to read;
- **Vignettes with different pieces of the story;**
- A pen;
- An envelope.

TIME REQUIRED

30/40 minutes



Number of learners
2 or more
RELEVANT SECTORS
<p>Include one or more sectors to which this skill is relevant. Please choose from the sectors below:</p> <ul style="list-style-type: none">• Aesthetics• Agriculture• Arts• Culinary arts• Economics• Education• Informatics• Management• Military• Natural sciences• Office Administration• Public administration• Social sciences• Sports
ADDITIONAL RESOURCES
N/A
REFERENCE
<p>Borraccia S. (2018) Migliorare l'attenzione nei bambini: ecco qualche strategia vincente! [Online] Available at: < https://www.sabrinaborraccia.it/migliorare-l-attenzione-nei-bambini/ > accessed [28th February 2021].</p> <p>Exploringyourmind (2020) [Online] Available at: <https://exploringyourmind.com/the-four-types-of-attention/> [28th February 2021].</p>
IMAGE
https://pixabay.com/illustrations/pirate-one-eyed-one-legged-2123313/



INTRODUCTION

Are you curious to hear a story? Be careful! In this activity, you will test your memory to reassemble some drawings of a story.

1.1.6 ASSESSMENT QUESTIONS

ASSESSMENT

1. **Haptic memory is the branch of sensory memory used by the auditory system.**
 - a) True
 - b) False
2. **Select attention is the ability to focus on all the aspects of the environment without filtering the most important elements.**
 - a) True
 - b) False
3. **Working memory helps us to remember information for a long time.**
 - a) True
 - b) False
4. **What are the four type of attention?**
 - a) Visual attention; focalized attention; divided attention; sustained attention.
 - b) Focalized attention; divided attention; sustained attention; alternating attention.
5. **What is mindfulness?**
 - a) The tendency to control what is happening around you in real time
 - b) The process and practice which through a variety of techniques makes you stay in the present moment
 - c) The ability to remember a lot of data by exercising your brain
6. **It is important to pay more attention to information that come first, because they are often forgotten**
 - a) True
 - b) False
7. **Technology pushes us to be multitasking.**
 - a) True
 - b) False
8. **What is the effect of recency on memory?**
 - a) The tendency to remember the less recently presented information best
 - b) The tendency to remember the most recently presented information best



c) The tendency to forget the most recently presented information