

The slide features a solid blue background. On the left and right sides, there are vertical columns of decorative geometric shapes, including circles, squares, and triangles, some of which are partially cut off by the edges of the frame. The word "COVE" is written in a large, white, sans-serif font, centered at the top of the slide. The letter 'C' is stylized with a gap in its middle.

# COVE

Center of Visual Expertise

DEVELOPING YOUR  
VISUAL LITERACY SKILLS

21 Day Exercise

## VISUAL LITERACY JOURNAL

In his book *Outliers*, Malcolm Gladwell proposes that it takes 10,000 hours to truly become an expert in a field or subject. While the following exercise won't take 10,000 hours, it will provide you a bit more practice to help you hone your Visual Literacy skills.

The following pages are designed to help you develop your Visual Literacy skills by making a 3-week commitment to spending 10 minutes a day on skill development.

- Four days a week you will complete a 5-minute Visual Literacy activity and a 5-minute reflection.
- On the fifth day, you will assess your progress for the week.
- At the end of the 3-week period, schedule time to complete a group activity with your team.

**We don't see things as they  
are, we see things as we are.**  
—Anaïs Nin

# WEEK 1

## Day 1 Start by establishing your personal Visual Literacy goals:

Why do you want to build your visual literacy skills?

What does success look like for you?

How will you measure success?

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## Daily Reflection

Use this space to summarize something you learned about a hazard or incident today.

*People will only see what they are prepared to see – Ralph Waldo Emerson*

## Day 2 Visual Literacy Activity

Describe in writing one object from your workspace in as much detail as possible. Write for 5 minutes. Focus on using objective language and write what you see, not what you think.

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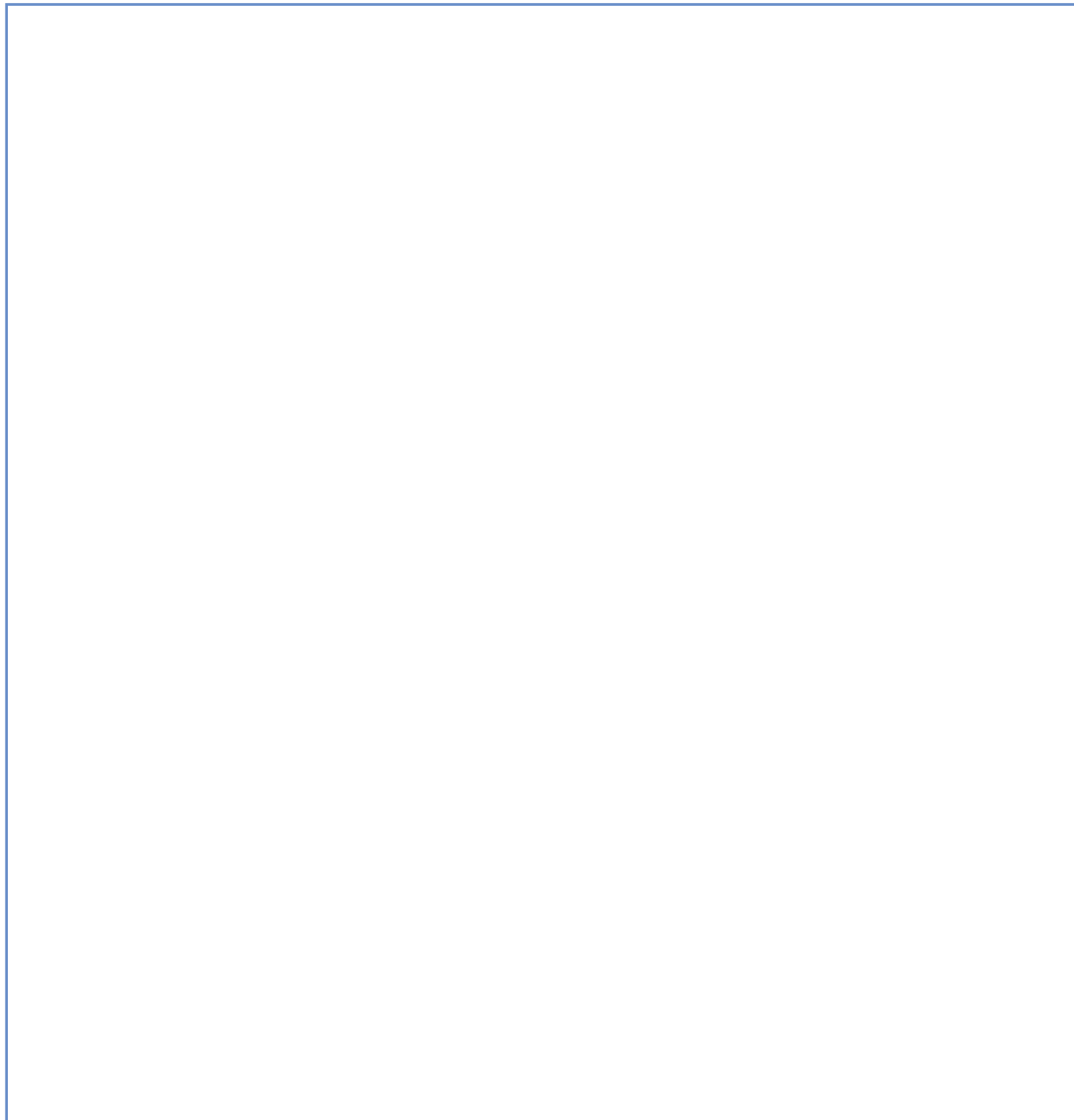
## Daily Reflection

Use this space to summarize something you learned about a hazard or incident today.

*The human eye can transfer data at the rate of roughly 8.75 MG per second—roughly triple the speed of the average Internet connection in the United States. – National Geographic Magazine*

## Day 3 Visual Literacy Activity

Select an image from your workplace and write down at least 3 objective observations using Seeing The Whole PICTURE©.



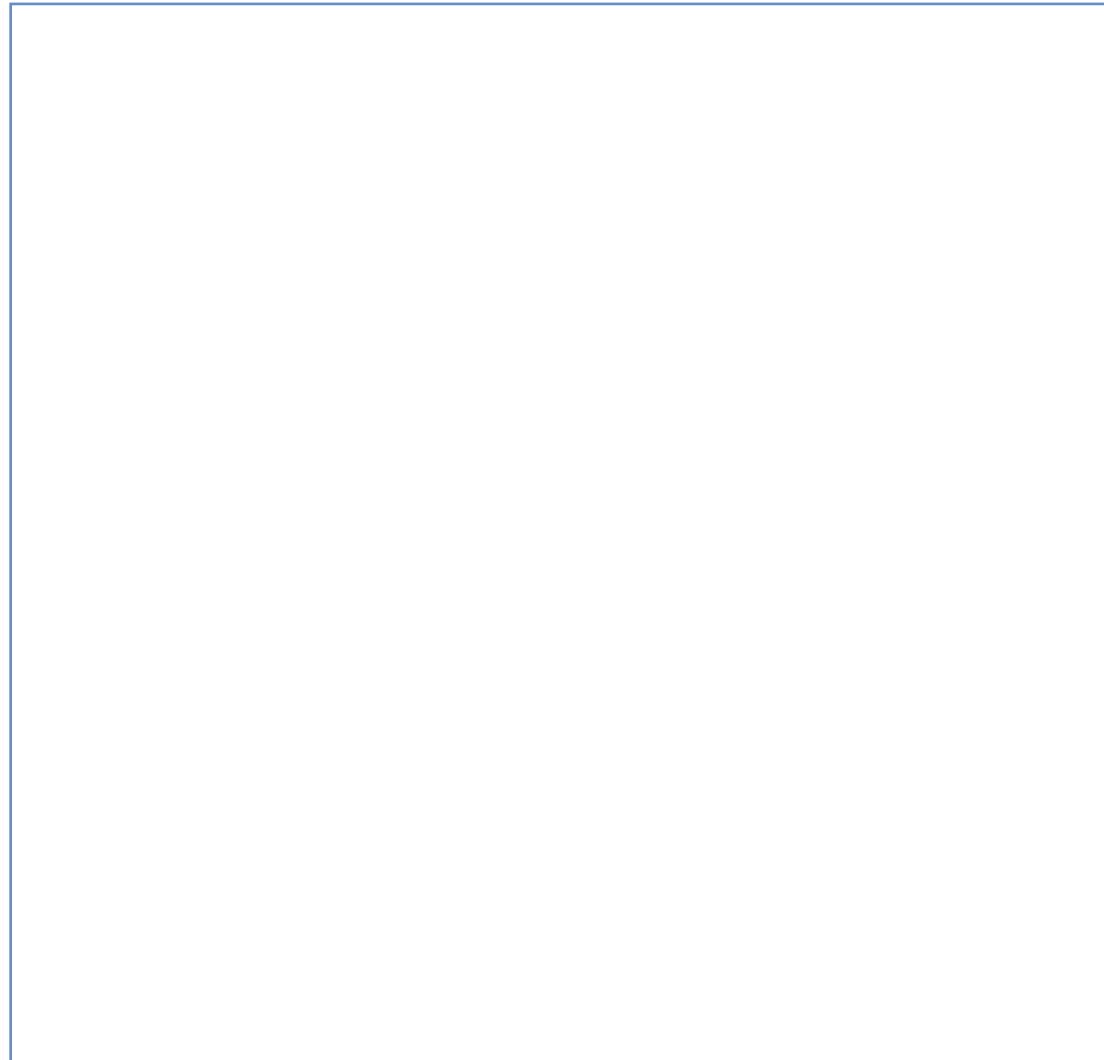
## Daily Reflection

Use this space to summarize something you learned about a hazard or incident today.

*The art of communication is the language of leadership – James Humes*

## Day 4 Visual Literacy Activity

Think about discussions or meetings that you attended so far this week. What Inherent Personal Biases did you experience that influenced the outcome of the discussion or meeting?



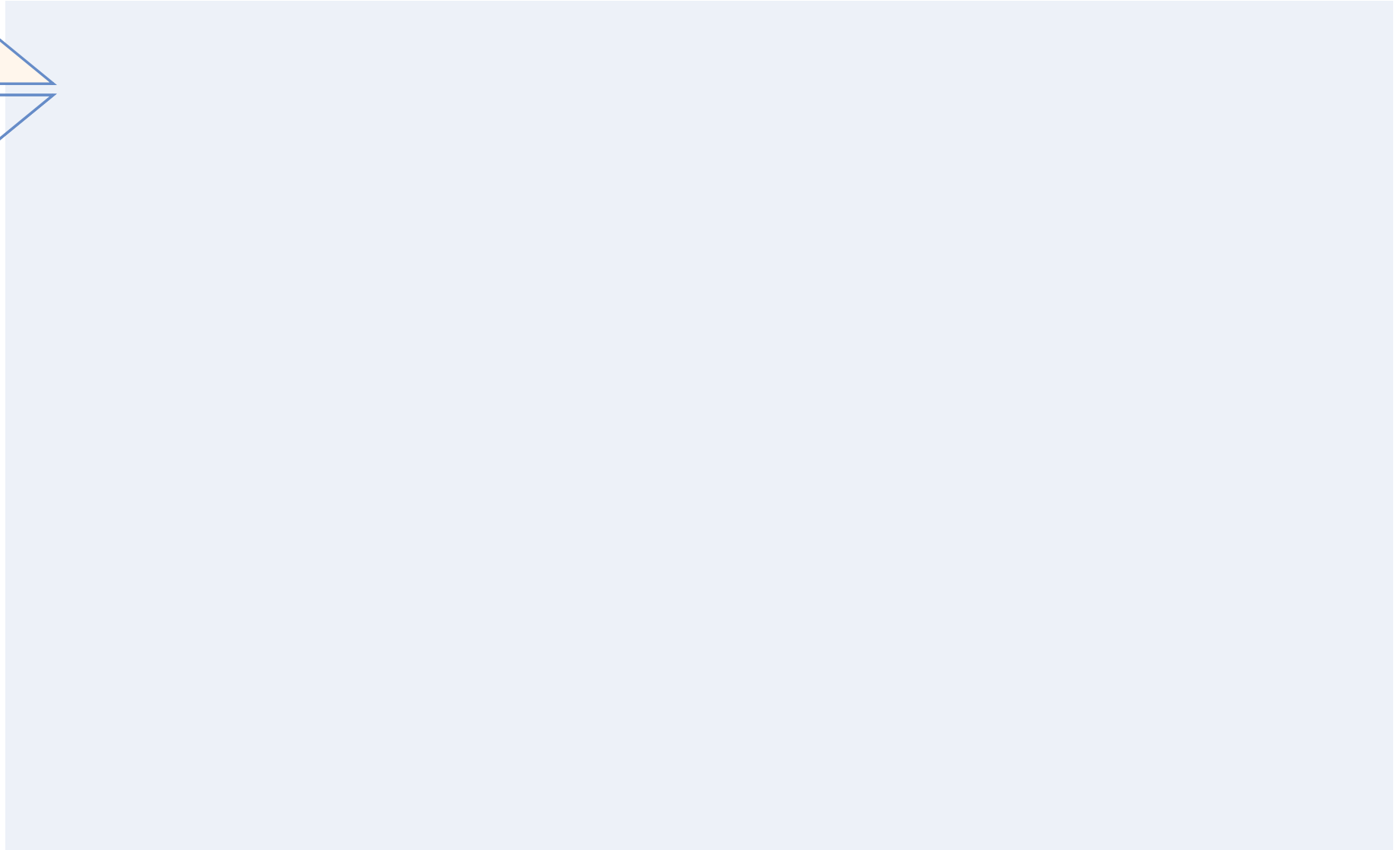
## Daily Reflection

Use this space to summarize something you learned about a hazard or incident today.

*People often see what they expect to see and hear what they expect to hear. – Harper Lee*

## WEEK 1 REFLECTION

During this past week, how successful were you at completing the activities and applying Visual Literacy strategies?

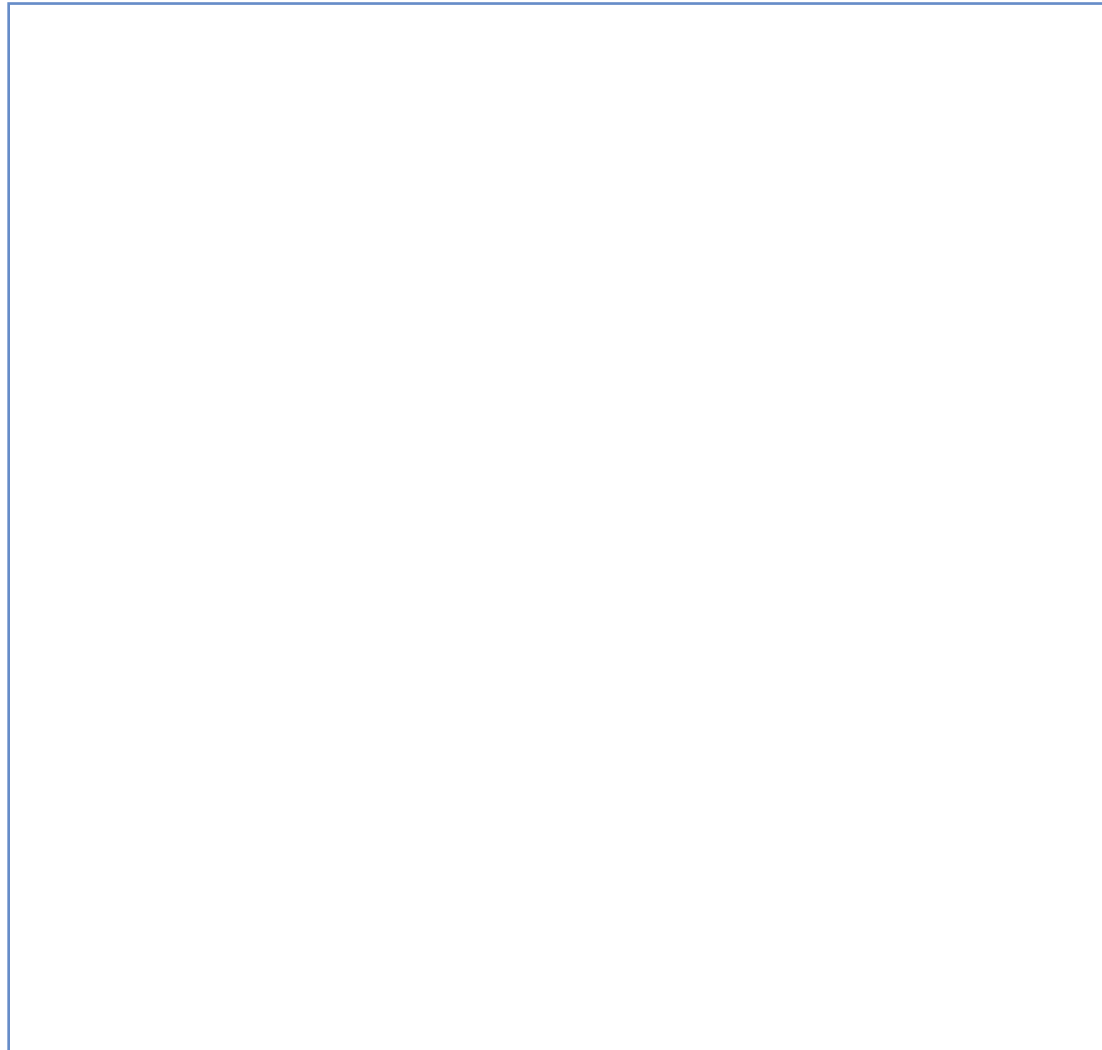


A large, empty light blue rectangular area intended for a reflection response. On the left side of this area, there are several decorative yellow geometric shapes: a triangle, a semi-circle, a square, and another triangle, arranged vertically. Additionally, there are two blue-outlined triangles pointing to the right, one above the other, positioned at the top left corner of the blue area.

## WEEK 2

### Day 1 Visual Literacy Activity

Sketch an object or tool that you work with every day. As you sketch, label the 3 most important features/details of the object. Why did you choose those features?



### Daily Reflection

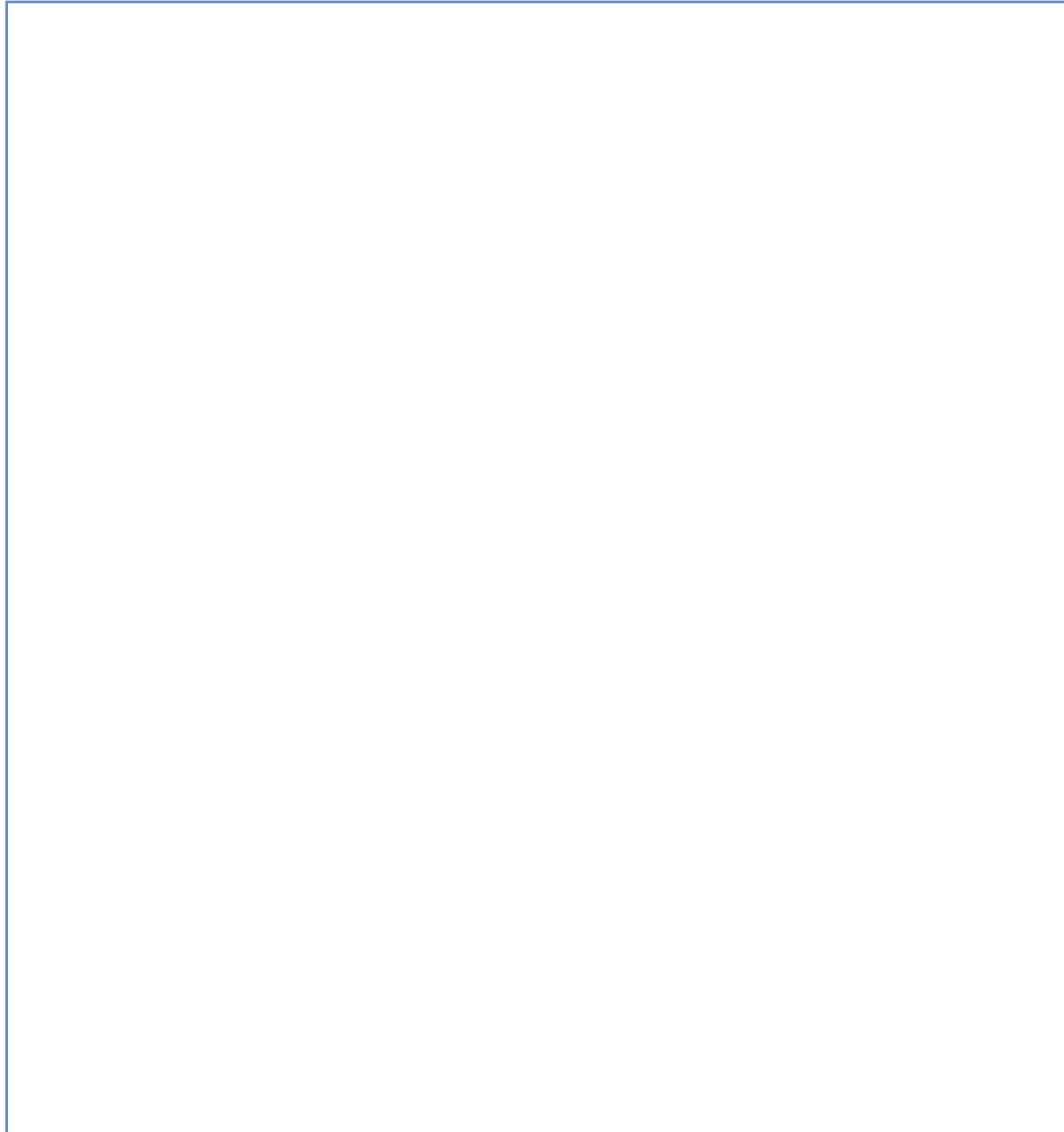
Use this space to summarize something you learned about a hazard or incident today.

*We mostly see what we have learned to expect to see. – Betty Edwards*



## Day 2 Visual Literacy Activity

Select an image from your workplace and write down at least 5 objective observations using the Elements of Art.



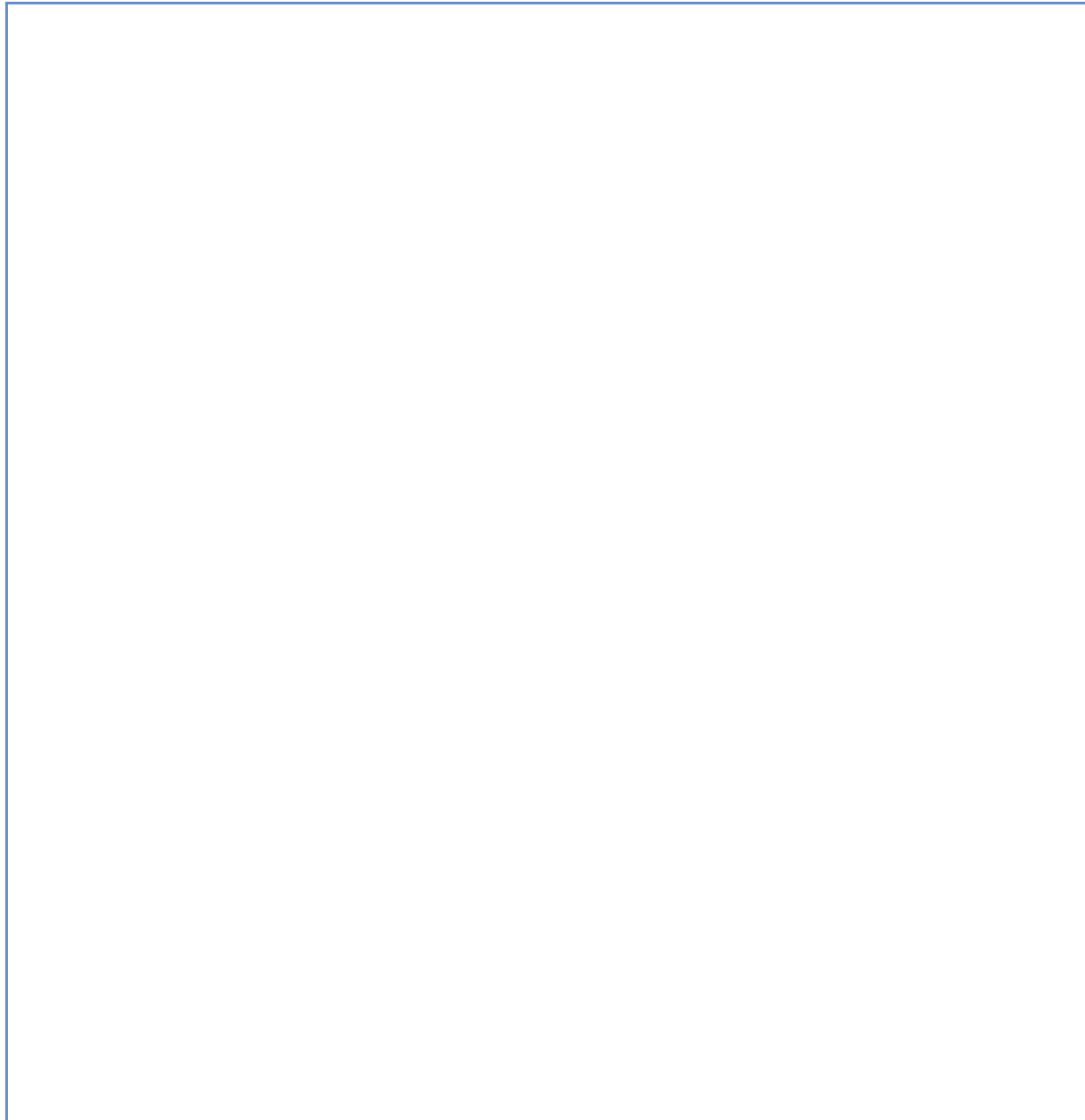
## Daily Reflection

Use this space to summarize something you learned about a hazard or incident today.

*Sometimes the most difficult thing is to be able to see the most obvious thing.*  
– Mehmet Muratildan

## Day 3 Visual Literacy Activity

Draw a diagram of a potential hazard as you would explain it to a peer. What aspects of the hazard can a visual help you communicate?



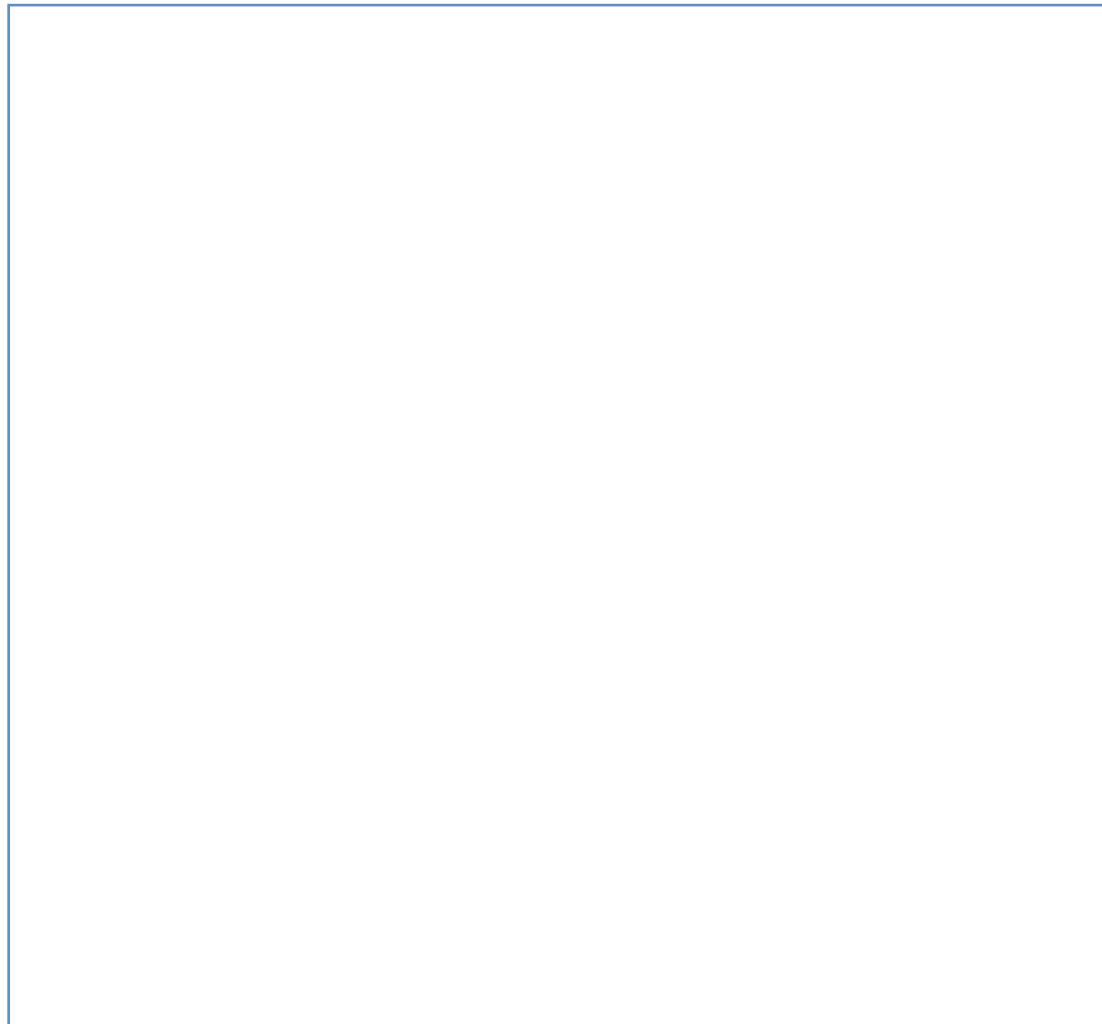
## Daily Reflection

Use this space to summarize something you learned about a hazard or incident today.

*More than 250 billion photos have been uploaded to Facebook. Over 135,000 new photos are posted every 60 seconds  
– [www.brandwatch.com](http://www.brandwatch.com)*

## Day 4 Visual Literacy Activity

Referencing your workbook from the Foundations of Visual Literacy workshop, draw the Art of Seeing Art triangle labeling each side of the triangle. Write down an example of when you shifted from Looking to Observing to Seeing this week.



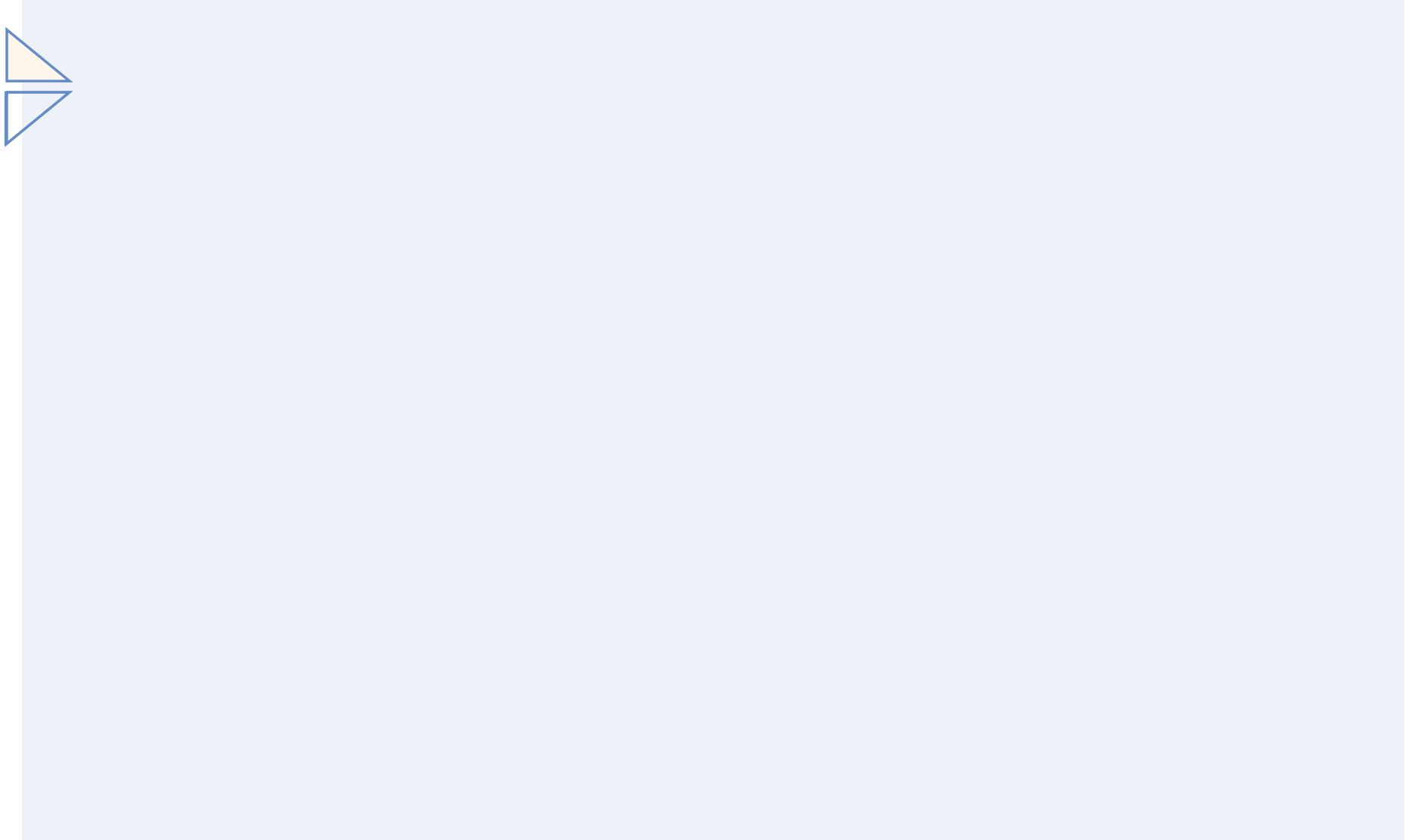
## Daily Reflection

Use this space to summarize something you learned about a hazard or incident today.

*80% of our memories are determined by what we see. – discovereye.org*

## WEEK 2 REFLECTION

During this past week, how successful were you at completing the activities and applying Visual Literacy strategies?

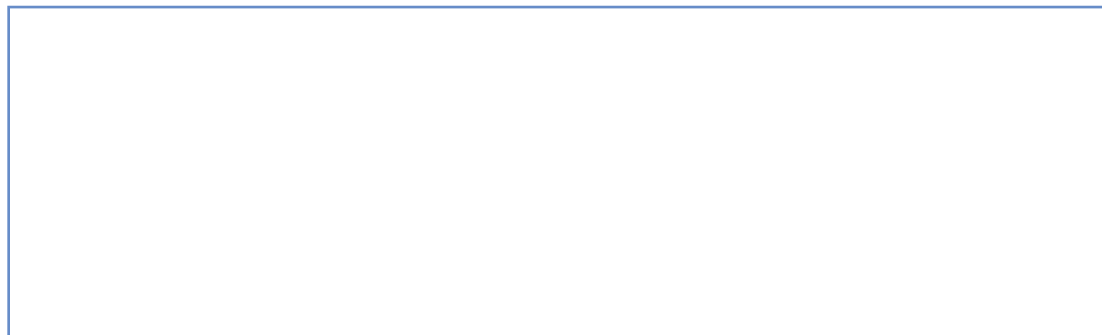
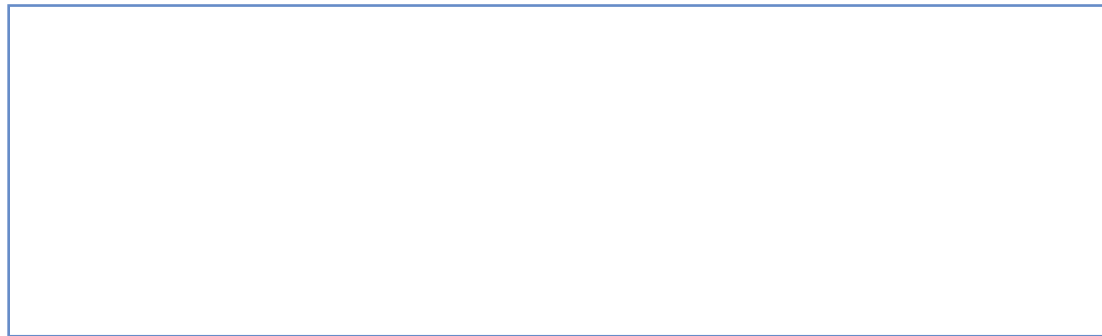


A large, empty light blue rectangular area intended for a reflection response. On the left side of this area, there are two blue-outlined triangles pointing to the right, one above the other. The rest of the area is blank.



## Day 2 Visual Literacy Activity

Choose a tool or machine that is unfamiliar to you. Working in one minute bursts, draw it 3 times, each time from a different point of view. What new things do you notice when your perspective changes?



## Daily Reflection

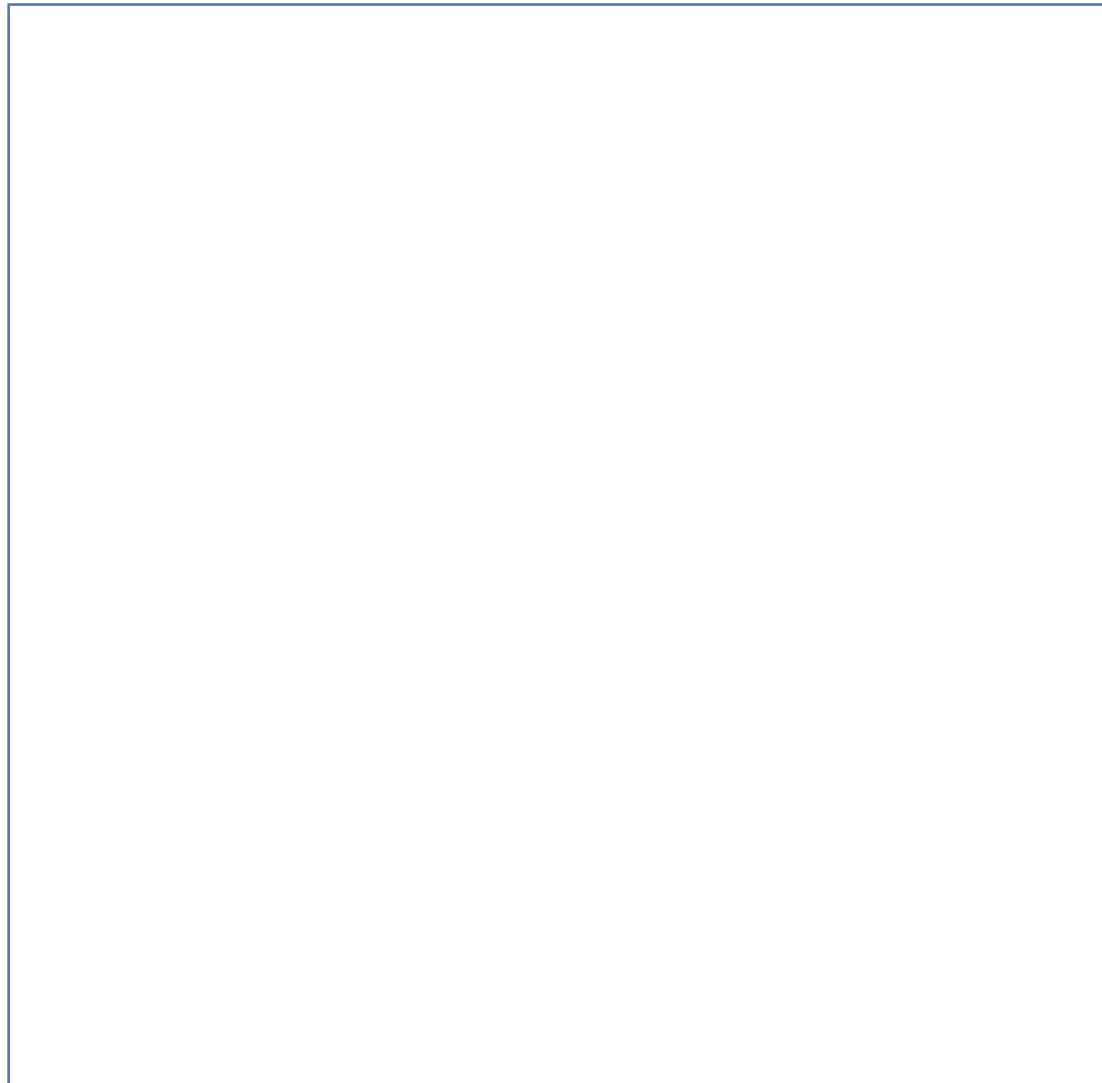
Use this space to summarize something you learned about a hazard or incident today.

*What you see and what you hear depends a great deal on where you are standing. It also depends on what sort of person you are. – C.S. Lewis*



## Day 4 Visual Literacy Activity

Begin where you are: make a sketch of the space where you are right now. Annotate your sketch by marking 5 things that you hadn't noticed when you started the exercise. Mark any potential hazards.



## Daily Reflection

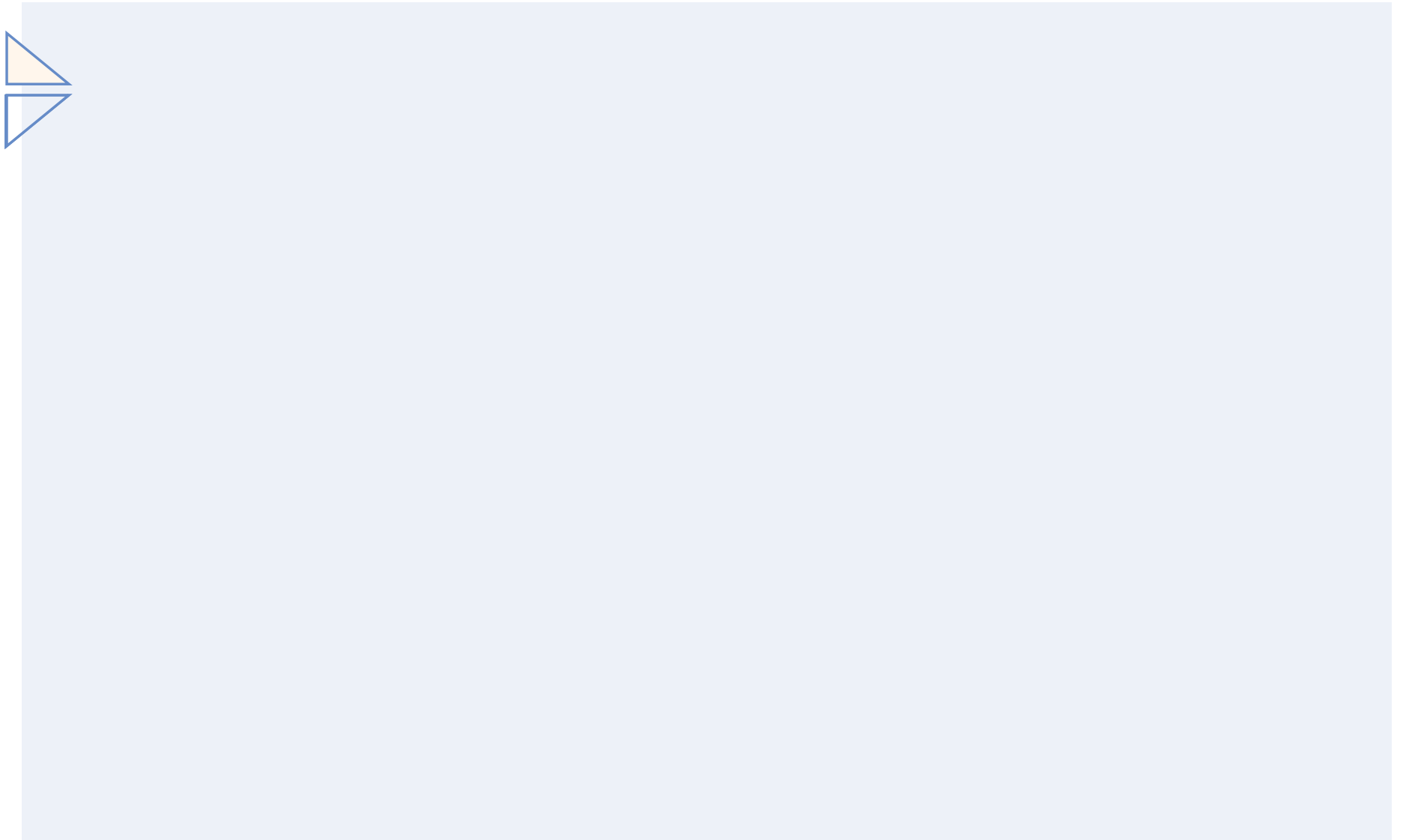
Use this space to summarize something you learned about a hazard or incident today.

*We all see only that which we are trained to see. – Robert Anton Wilson*



## WEEK 3 REFLECTION

During this past week, how successful were you at completing the activities and applying Visual Literacy strategies?



A large, empty light blue rectangular area intended for writing a reflection. On the left side of this area, there are two blue-outlined triangles pointing to the right, one above the other. The rest of the area is blank.

# GROUP ACTIVITY:

## BACK TO BACK DRAWING

**Goal:** To practice close looking and precise description

**Materials:** drawing paper, pencils, clip boards (one set for every two participants), objects to describe

**Length:** 20-30 minutes

**Step 1:** Break the group into teams of two. Assign one person (Viewer) to describe an object to the Listener.

**Step 2:** Share the following instructions with the group:

1. Partners stand back to back with the viewer facing the object.
2. Viewer: conducts object observation, for 5 minutes describing the chosen image to the Listener.
3. Viewer is allowed to describe the object using any language or information they choose.
4. Listener: draws image as it is being described.
5. The Listener CANNOT ask any questions, even if it is just a question of clarification or asking the Viewer to speak louder. The Viewer CANNOT look at the Listener's drawing.

**Step 4:** Start a 5-minute timer and begin the exercise. When drawing is complete, Listener should reveal drawing to Viewer.

**Step 5:** Switch roles and repeat Steps 2–4 with a new image.

At the end of the exercise, ask the larger group to consider the following:

- What aspects of drawing were difficult? In what ways was describing difficult?
- As a Viewer what kind of language did you use to describe your object?
- For Viewers who were second, did your partner's previous attempt affect the way you approached the object observation?
- Would it have been easier or more difficult had the Listener been able to ask questions? Why?

## NOTES

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# FINAL ASSESSMENT:

My goal was: \_\_\_\_\_  
\_\_\_\_\_

Because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the progress you made: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Reading Visual Literacy:** In what ways, have you become more observant to the visual world around incident investigation and hazard recognition processes?

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**Comprehending Visual Literacy:** How have you become more observant of the role of bias and perspective in relation to incident investigation and hazard recognition?

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**Writing Visual Literacy:** What actions have you taken in response to your increased fluency in Visual Literacy?

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Now my goal should be: \_\_\_\_\_

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# COVE

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