

DURATION: A half day course

SUITABLE FOR: Readers who would benefit from saving time by getting to the key points, understanding specific issues and retaining critical information.

COURSE OUTLINE:

OBJECTIVES:

By the end of the course delegates will be able to:

- See a noticeable increase in your reading speeds
- Understand how to heighten your concentration levels
- Improve your retention of the written word
- Learn specific techniques for previewing documents
- Understand how to use your vision more effectively when reading
- Improve note taking strategies

Identify your optimum state of mind for reading.

PROGRAMME:

Setting the scene

- What is Rapid Reading and what are the benefits to me?
- How can I overcome the distractions that stop me reading as quickly and efficiently as I would like?

Reading strategies

- What happens when we read?
- What are widespread reading myths and how can they cap our reading speeds?
- How do we process information and what do the different sides of the brain focus on?

Memory mechanics

- What do we mean by the working memory?
- How can I improve my memory to ensure that I retain the key points?
- What are mind maps and how can they help us take meaningful notes?

Reading techniques

- How can I use my eyes more efficiently when reading?
- What tactics can I use to improve my focus?
- How do I preview a document by scanning and skimming?
- What patterns do we see in business writing and how can these help us save time?

Action

- What techniques work best for me?
- How will I apply what I have learnt from today?