

Rapid & Effective Reading

1 Day

RER

OVERVIEW

Participants will be amazed at how much this course will increase the speed and efficiency of their reading. This course never fails to deliver!

Our consultants will share with your participants new ways of thinking and show them how rapid and effective reading can help them to deal faster with information overload.

They will learn about the bad reading habits they currently have and leave with strategies for lifelong improvements. Whatever their reading material our consultants will demonstrate techniques to enable them to gain instant results in dealing with their information overload.

LEARNING OUTCOMES

By the end of this course participants will be able to:

- Read faster without losing comprehension.
- Recall important information by developing greater retention.
- Recognise the bad habits that may be holding them back.
- Select the most appropriate technique for different written materials.
- Use skimming strategies for urgent reading to find specific information.
- Apply different methods of note taking for summarising and retention.
- Adjust techniques and speed to assist with proof reading and editing.

TOPICS COVERED

An Overview

- Understanding what speed reading is and how it helps
- Assessment of your reading speed and comprehension
- An appreciation of your mental blocks
- Reading blocks and bad reading habits

Skills and Techniques

- Retaining concentration levels
- How to assess different written materials
- The most efficient and effective approach for each read
- Using reading 'gears' to enhance speed
- Scanning for key points
- Skimming techniques for information gathering

Comprehension and Retention

- How to read for study and future retention
- Memory techniques for instant recall
- Strategies for note-taking
- Help comprehension with mind maps

Personal Development

- System for continuous improvement and practice