

# Speed Reading

## Overview

Course duration: 1 day.

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

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

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

## Is it right for me?

Suitable for those who read through lots of emails, articles, reports or other long documents, and who want to save time by finding the information they need quickly.

## What will I learn?

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

- Read faster without losing comprehension.
- Recall important information by developing greater retention.
- Recognise the bad habits that may be holding you 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 proofreading and editing.

## What will it cover?

### 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