Speed Reading Skills & Techniques

Who is this workshop for?

This course will be suitable for all staff and is limited to 20 delegates

What is the workshop about?

Do you have a stack of books, journals and magazine articles on your desk which you have been meaning to tackle, but can never find the time? We are currently facing such an information overload that we find it difficult sometimes to know where to start. When we do make a start, we often get distracted by the thought that we need to go faster and there are other manuals which we need to read. As a result, our comprehension and absorption of detail falters. Speed reading utilises many techniques which leap ahead of traditional learning. Whatever you need to read, for work or general learning, speed reading is an important tool which will help you to save time and get the most out of your reading. This Speed Reading skills and techniques workshop has been developed to enable you to increase your speeding rate and comprehension in order to be more effective and save time at work.

What are the learning objectives?

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

- Learn to read 2 to 3 times faster

- Improve their memory and retain more of what they have read

- Use mind mapping techniques for taking notes

- Cross-reference several books with syntopic reading processes to speed up comprehension

- Be able to apply a series of techniques to improve reading speed and understanding

Workshop outline and key topics covered

- What do you want from improved reading speed?

- What are your current abilities, a brief test of your reading skills?

- Understanding how the eyes and brain process the written word - How we learned to read in the past, educational conventions, sub-vocalisation and other limiting factors.

- Learning not to think "reading", but to think "finding the information that I need." - Before you 'dive in' - learning to read summaries, indexes and headings in order to determine the sources of relevant information.

- Defining a clear purpose for reading and getting ourselves into a suitable frame of mind - The reading environment - Working time and breaks

- Mind mapping and note taking to organise your reading

- Expanding our range of vision within the page - Practising speed reading patterns to follow text on a page

- Understanding the 80/20 rule and reading messages rather than words - Learning and accepting that you 'don't have to read everything'

- Reading for sameness rather than difference.

- Analysing several sources of information - Researching book resources and using syntopic processing techniques to speed up comprehension.

Registration will commence from 9.00am, the meeting will begin at 9.15am and will finish at approximately 4.15pm. This course is generally regarded to provide 6 hours of CPD