



4D Training

Speed Reading

Who would benefit?

This workshop will show you how to adapt your reading style for any type of reading material or media. Whether you are reading long, legal or technical documents, e-mails, academic papers, reports or articles, the techniques learnt on this course will help you save time, whilst retaining and comprehending more information.

Objective

This participative one day programme will enable participants to:

- Improve your current reading speed by 2-4 times
- Improve concentration when reading work related material
- Develop mind mapping skills to assist with clarity of understanding
- Increase comprehension levels so that information is understood and retained
- Get on top of projects by assimilating information more quickly.

Content

- **Introduction**
 - What is Rapid Reading and what are the benefits to me?
 - How fast do I currently read?
 - What are my bad reading habits?
- **Reading strategies**
 - What happens when we read?
 - How do we process information and what do the different sides of the brain focus on?
 - How do I overcome the distractions that stop me reading quickly?
- **Retaining more from what you read**
 - How can I improve my memory to ensure that I retain the key points?
 - What are mind maps and how can they help me take meaningful notes?
- **Reading techniques**
 - How can I use my eyes more efficiently when reading?
 - How do I preview a document by scanning and skimming?
 - What patterns are there in business writing and how can I use these to help me save time and better comprehend the material?
 - What tactics can I use to improve my reading speed?
- **Action**
 - What techniques work best for me?
 - How will I apply what I have learnt from today?
 - What online systems or books are available to help me further?

Duration

One Day