

Speed & Effective Reading Skills

Duration: 1 day

Objectives

By the end of this programme you will have:

- Learnt tips and techniques to help you double your reading speed (often more) whilst retaining comprehension
- Used different methods that will improve the effectiveness of your reading and save you hours by knowing:
 - 1) What to read and why
 - 2) How to read it
 - 3) What to remember
 - 4) How to remember it
 - 5) How to recall it

Course Outline

Speed Reading

- Assessing current reading speed
- Understanding how we read
- Using a range of techniques and exercises to increase reading speed

Effective Reading

- Scanning: looking for a specific piece of information
- Skimming: knowing where to find the key information in a document
- Accelerated learning the SIMPLeR way: the six stages needed for effective learning and reading
- Memory techniques to retain the key points from any article, report or book
- Visual note-taking - an alternative to headings and bullet points
- Using the 'Effective Reading Method' to make dramatic improvements to the way you read