Speed Reading

In the fast-changing environment in which we work, we are often required to master large volumes of information each and every day. There is a pressing need to be able to read and digest it rapidly *and* effectively, as inevitably the next piece of information will quickly follow!

This course is a starting point for you to learn new techniques and develop a strategy to reading faster and smarter which, over time and with practice, you can develop to become your 'norm'. It will enable you to:

- Understand the fundamentals of speed reading and what's involved
- Apply techniques to perfect skills in reading faster and smarter
- Think about how you will be able to apply the techniques
- Read more flexibly and actively to cope with changes in workload
- Eliminate bad reading habits
- Process information efficiently and avoid information overload without missing vital facts

Who Will Benefit?

Those people who have a need to understand large amounts of written material

Course Outline

- Understand how our attitudes towards reading might impact effectiveness and speed
- Assessing my current reading speed and setting future targets
- Getting rid of fixation, regression and visual wandering
- Reducing sub vocalisation
- Increasing reading speed using a pacer
- How our visual span impacts on effective reading
- Understanding the difference between memorising, remembering and recalling
- Reading with a 'Four Step Plan'
- Passive vs active reading
- Factors affecting concentration
- Linking the speed of our reading to the difficulty of the material
- Skimming vs scanning – understanding the difference
- Action planning for day to day improvements

Duration

1 Day

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