

**DURATION:** Half Day

**SUITABLE FOR:** Readers who would benefit from saving time by getting to the key points, understanding specific issues and retaining critical information.

## Objectives

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

- ▶ See a noticeable increase in your reading speeds
- ▶ Understand how to heighten your concentration levels
- ▶ Improve your retention of the written word
- ▶ Learn specific techniques for previewing documents
- ▶ Understand how to use your vision more effectively when reading
- ▶ Improve note taking strategies
- ▶ Identify your optimum state of mind for reading.

## Programme

### Setting the scene

- ▶ What is Rapid Reading and what are the benefits to me?
- ▶ How can I overcome the distractions that stop me reading as quickly and efficiently as I would like?

### Reading strategies

- ▶ What happens when we read?
- ▶ What are widespread reading myths and how can they cap our reading speeds?
- ▶ How do we process information and what do the different sides of the brain focus on?

### Memory mechanics

- ▶ What do we mean by the working memory?
- ▶ How can I improve my memory to ensure that I retain the key points?
- ▶ What are mind maps and how can they help us take meaningful notes?

### Reading techniques

- ▶ How can I use my eyes more efficiently when reading?
- ▶ What tactics can I use to improve my focus?
- ▶ How do I preview a document by scanning and skimming?
- ▶ What patterns do we see in business writing and how can these help us save time?

### Action

- ▶ What techniques work best for me?
- ▶ How will I apply what I have learnt from today?



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