

Speed Reading and Retention

This is an essential course for managers or members of staff who need to be able to read and summarise information from written text faster and more effectively. The seminar focuses on different types of reading styles and encourages better retention of written material using specific techniques.

Programme objectives

By the end of this programme, delegates will be able to:

1. Explain the principles of speed reading
2. Understand the barriers to reading
3. Use different reading styles according to the information being read
4. Co-ordinate eye movements better
5. Minimise any poor reading habits
6. Increase reading speed, without losing comprehension
7. Improve the retention of information using specific techniques.

Further information

The session explains the process of reading, including how our brain absorbs and process information. The different types of reading styles are described, together with ideas on how to learn new, positive reading habits.

Duration: Half day