



Please note that this outline is only intended as a guide and that any event can be customised to suit you.

Events are run using a mix of trainer-led sessions, hands-on practice and group discussions.

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Effective Reading

(1 day)

“Reading words is easy – what is tough is knowing how to respond to the real message behind them.”

Benefits

The amount of time spent reading business documents and letters can have a serious impact on your working day. Yet somehow you have to increase your level of understanding and your ability to extract key information.

Aim

To help you to increase your reading speed and comprehension in order to extract crucial business information from documents.

Objectives

By the end of the training you will be able to...

- Measure, and subsequently improve, your current reading speed and level of comprehension
- Address the many issues that hamper effective reading
- Identify positive changes that can be made to ensure the reading process is both stimulating and rigorous
- Demonstrate methods of recording, storing & recalling information

Content

- The development of speed reading techniques
- How we learnt to read, (and what we can learn from it)
- What is literacy? The seven part process of reading
- Assessing your current reading speed and level of comprehension
- Identifying and making good your bad reading habits!
- The importance of the reading environment
- Developing higher order reading skills and reading for research – introduction to skimming and scanning techniques
- An introduction to Mind Maps
- Previewing techniques for greater comprehension
- Identifying opportunities for further development back at work