



Your Needs:

"This outline is a guide to the content of a typical course. In practice, all courses can be customised to meet specific needs and can be run at a time and place to suit you."

Accelerated Learning:

"We run our events using an appropriate mix of group discussions, practical exercises and case studies, supported by short tutor-led sessions."

What You Get:

"As standard, we provide a full set of reference notes, equipment (for IT training) and ongoing support (in case you have any questions afterwards)."

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Effective Reading

(1 day)

"Reading words is easy but reading at speed, whilst understanding the real message behind those words, is a priceless skill."

Benefits of attending this course...

If you spend a lot of time reading documents then you will appreciate the time it can take out of your working day. But, by reading more efficiently, and raising your level of understanding, you can make the most of this time.

The purpose of this course is to help you to improve your reading speed and comprehension so you can extract crucial information from documents.

Who is it for?

Those who need to read documents and extract key information from them.

Objectives

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

-  Assess your current reading speed and level of comprehension.
-  Describe a variety of practical methods to optimise your reading speed and comprehension.
-  Apply effective reading methods whilst working, studying and researching.

Content

- ✓ The history and development of speed-reading techniques.
- ✓ An overview of the seven-stage reading process (and how this can help us).
- ✓ Assessing your current reading speed and comprehension level.
- ✓ Identifying and correcting poor reading habits.
- ✓ How to gain a quick understanding of a document using previewing techniques.
- ✓ Creating an environment that is conducive to efficient reading.
- ✓ Effective study and research skills – an introduction to collating and synthesising data from existing documents.
- ✓ Identifying opportunities for further practice and development once back at work.