

## **Practical Speed Reading for Business Efficacy**

### **Introduction**

The knowledge-based economy of this new era demands the individual to allocate more time and resources to learn new things and learn them fast. What has been learnt becomes outdated equally fast as well. There is a need for the student of today to develop self-fulfilling learning skills, which will propel him into this new era. The key to success lies very much on the ability of the individual student to learn the information fast.

This program gives the student an overview of how to improve reading speed and comprehension. If their reading speed is doubled, half of every hour spent reading their textbook could be more profitably used for important revision and other activities. It is a fact that students who read faster tend to comprehend better. They will also realize that how their brain perceives information and processes it. By understanding this, they are better able to focus their attention to what is being read and comprehend it better.

This program is a self-fulfilling one. The success rate is almost guaranteed with a little practice – the right attitude and confidence.

### **Course Outline**

- Fundamentals of Speed Reading
  - overview of the concept and practices of Speed Reading
  
- Competency based – Pre-Test
  - A short test to find out how much the participants know about speed reading
  
- Finding out how you read
  - Identifying the reading speed of individual participants.
  - Getting participants to peg their reading speed and improving it
  
- Understanding mind's perception
  - How the brain and the mind perceives and processes information
  - The relevance of mind's perception to speed reading – a practical insight
  
- Eye Exercise I
  - A practice to help improve the peripheral vision of the eye to capture more information
  
- Understanding how your brain perceive information
  - A video show on how the brain processes information viewed through the eye
  
- Discovering your individual learning pattern
  - Identifying the individual participant's own learning pattern – a quiz
  
- Using “finger/pointer” technique of speed reading
  - Practice on a technique of speed reading with materials

- Training the eye to follow words quickly
- Improving vocabulary by guessing words
  - A quiz
- Using Skimming and Scanning to glean information
  - another technique of speed reading – with practice
- Learning how to remember what you have read
  - memory skill on how to remember what we have read
- Creating your very own memory recall technique
- Practicing your memory recall technique with your reading
  - Getting participants to practice the techniques taught
- Increasing reading speed to 1000 words per minute
  - more articles to practice
- Using “Peripheral vision” technique to speed read
  - Another technique on speed reading
- Learning “adaptive reading” for reports and technical materials
- Learning to idea scan what has been read
  - introduce to the participants on the PQRIT system to scan for vital information
- Practicing the techniques taught
- Competency based – Post Test

Note: As this workshop objective is to increase your reading speed will excellent comprehension and concentration, you can be rest assured that you will have many articles to read to give you the necessary practice. The materials chosen to help you to practice are taken from different sources to give variety and to vary the reading speed of the participants.

### **Methodology**

This is a highly interactive and participative workshop and participants will be required to engage in activities that test their speed and comprehension. There will be a pre-test and post-test given to identify the level of competency gained by the participants.

**Duration: 1 day**

**Trainer:**

Dr Daniel Theyagu

**Cost:**

\$2300 - Nett up to 20 participants.

Price includes training materials and CD Rom for each participant

Price does not include venue and tea-break to be provided by organization