

Read Fast and Remember (speed reading)

Course objectives:

- Setting up to read better;
- Speed reading techniques and practice;
- Using your memory to remember what you read;
- Improving concentration;
- Dealing with distraction;
- Managing your time to read effectively;
- Adapting your reading style for different purposes;
- Action plans and next steps.

Course programme

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| 0915 | Welcome over coffee Introductions and course objectives What do you read and why? 5 step speed reading system Reading exercises Techniques for speed reading Reading exercises Lunch Techniques for improving your memory power Memory exercises Improving concentration and dealing with distraction Adopting different reading strategies for different reading tasks |
| 1630 | Course review and action points Evaluation and close |