



Speed Reading Power.®

Professional Development Seminar

LEARNING OUTCOMES

- **DISCOVER HOW TO INCREASE YOUR READING SPEED, CONCENTRATION AND COMPREHENSION SKILLS**
- **IMPROVE YOUR MEMORY AND DISCOVER HOW RETAIN MORE INFORMATION**
- **INCREASE YOUR OVERALL READING SPEED AND READING ENJOYMENT**
- **APPLY DIFFERENT LEARNING AND READING STRATEGIES TO VARIOUS BUSINESS AND PROFESSIONAL DOCUMENTS**

A question that is often asked is whether or not anyone can improve their actual reading speed. The straightforward answer is "yes"... *you can*.

Think about it for a moment; most professionals, including lawyers, accountants, engineers, consultants and employees from all types of backgrounds spend hundreds of hours every year reading and studying a variety of documentation at work. So imagine doubling or tripling your reading speed and making faster reading and comprehension a permanent workplace habit! What if reading became more enjoyable?

Research suggests that most managers and staff typically spend little or no time *learning how to learn*, even though reading email, memos, reports and documents are a significant part of their work.

Just think about the time management impact if you and your colleagues could read faster and better; remember more of what you read, - and remember it for longer.

This one-day *Speed Reading Power*® program shows professional people how to read at substantially faster rates, assimilate information easily, remember more and enjoy what they read.

Speed Reading Power® has been created to teach busy professional people how to use their mental resources more effectively and how to make their electronic and paper reading material easier to read in a faster time frame!

By the end of the program all participants will have the tools and techniques to read up to two or three times their current speed, with greater clarity and better comprehension.

- ✓ Double your reading speed in just one day.
- ✓ Increase your comprehension.
- ✓ Learn to remember more of what you read.
- ✓ Get through email and paper documents effortlessly.



Seminar Overview

What's Included

SESSION OUTLINE

(One-Day Program 8:30 – 5:00pm)

MODULE 1

An Introduction to Effective Reading

- The critical benefits of effective reading in today's workplace
- Identifying your reading and comprehension speed
- The differences between typical reading styles
- Discovering how the human eye works
- Fixation, saccade and rest. Maximising your reading speed
- Setting up reading configurations

MODULE 2

Principles of Faster, Better Reading

- Varying your reading rate
- Adjusting your reading rate to the writers purpose and patterns
- Previewing textbooks, email, memos, documents and articles: links between study skills and speed reading for comprehension and retention
- Factors that improve comprehension and study skills

MODULE 3

Advanced Reading Techniques

- Locating the main ideas and applying study skills
- Strategies for locating the main details within your documentation
- Adjusting reading rate when scanning
- Advanced techniques for varying your reading rates, signal words, reader types, improving comprehension, retention, mnemonics and other memory devices
- Factors for improving your comprehension and study skills

MODULE 4

Advanced Memory & Retention Techniques

- Techniques for increased focus and concentration
- Habit mastery. Creating new reading habits
- Creative thinking tools
- Note taking and mind mapping
- How to get long-term reading proficiency gains



EACH PARTICIPANT RECEIVES

Each participant receives a professionally produced, training manual and reference material. In addition, participants receive password to online e-learning and reference material (where they can access audio coaching files, white papers, posters, and other training materials).

FREE eCOACHING FOR ALL PARTICIPANTS

To help participants implement all they have learnt at this powerful seminar, they'll also receive access to a 6 month e-Coaching program free!

This unique coaching program starts 14 days after the training.

At the comfort of their desk and at a time which suits them, participants enjoy these eCoaching sessions, as they reinforce all that has been learnt at this development program.



CERTIFICATE OF ACCOMPLISHMENT

Each participant also receives a customised "Certificate of Accomplishment", to be framed and displayed at their office or home.



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