



# Fast Effective Reading

1 Day Course

## OVERVIEW

Do you often feel swamped and can't keep up with everything you are expected to read? The amount of information we need to absorb is estimated to double each year!  
Do you lose concentration and forget much of what you have read? Do you find reading from screens a challenge?  
This proven training will enable delegates to develop a faster and more efficient way of reading and subsequently reap the benefits in personal productivity.

### Key Features:

#### **Part 1: The physical process of reading (making the eyes work better)**

Course objectives and initial tests

Current reading problems and how to overcome them using new techniques

#### **Part 2: The mental process of reading (making the brain work better)**

5 practical ways to increase concentration

How to understand and absorb more

Previewing and skimming techniques. Peripheral Reading© "zig-zag", "Diagonal reading", "ski-reading"

Reading from screens and devices – challenges, tips and techniques

How to remember more

Memory improvement exercises

How and when to take effective notes/highlight

Applying the skills at work

#### **Final assessment, comprehension tests and eye control test.**

- Practice required for long-term reinforcement
- An 8 week follow-up email series to embed the learning.

## AUDIENCE

This course is aimed at anyone wishing to save time or to double the amount they read.

It aims to enhance concentration and mental focus whilst increasing absorption and retention.

## OBJECTIVES

**After completion of this course, delegates should be able to:**

- At least double, even triple your reading speed, crucially without any loss of accuracy
- Use the most efficient reading speed, depending on what you are reading and why
- Save a minimum of 1 hour per day
- Concentrate better and dramatically reduce mind-wandering
- Improve your comprehension when reading
- Supercharge your memory
- Read effectively from any screen or device

## PREREQUISITES

**No pre-requisites are required.**

COURSE FEE: £399.00 per person

To make a booking and for all enquiries:

**Tel: 888283 Email: [info@ibexeducation.com](mailto:info@ibexeducation.com)**

**Website: [www.ibexeducation.com](http://www.ibexeducation.com)**