Fast Reading & Super Memory

Effective working strategies for absorbing, understanding and organising information, and avoiding information overload.

COMPREHENSIVE AND TRANSFORMATIVE 1 DAY COURSE - RUN IN-HOUSE OR VIRTUALLY

KEY BENEFITS

Turn information overload into information mastery; well informed; up to date; in control.

Efficient and effective use of time spent reading, studying and learning.

Improved thinking, planning, organising and decision making and more time available to ensure they are done well.

" The way in which Mind Maps, Speed Reading and Memory were combined, worked brilliantly... "

Overview of course content
Practical and effective tools that dramatically improve the quality of thinking and learning:
• Benchmarking current performance.
• The brain and how we think.
• Mind Mapping for note making, note taking, thinking, planning.
• Effective reading and reading faster.
• Memory principles, rhythms and systems.
• Strategies for learning and working effectively.

A brief history...
This course is based on the work of Tony Buzan and others and brings the concepts and practical skills of Mind Mapping, Speed Reading and Memory right up to date. It has been refined over the last ten years to become the leading programme for people who need to absorb high volumes of information and to think more effectively.

Duration and format
Compact one day and comprehensive two day versions available - run in house, tailored to specific needs.

Who is this course for?
Busy people at all levels whose effectiveness is compromised or threatened by high volumes of information that they need to absorb, filter and make sense of. Also great for lifelong learners anyone doing professional exams, diplomas, MBAs etc. This programme is especially useful for individuals and teams that are struggling with workloads that have increased due to downsizing or organisational change. It will also prepare individuals and teams for times of growth, when their workloads will increase further.

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What's it all about?

Are you making the best possible use of your brain? You may already think you are. But if your inbox is bursting to the brim, your in tray is spilling out over the desk and you have a stack of paperwork to wade through, maybe it's time to rethink. The Fast Reading & Super Memory workshop teaches three simple, yet highly effective techniques to combat the overwhelming amount of information you struggle through on a daily basis. Improve your performance, revolutionise your thinking, and raise your confidence to a whole new level through Mind Mapping, speed reading and memory techniques.

Why Fast Reading & Super Memory?

If you want to become a genuine master of information, then this is the programme for you.

• **Avoid information overload** - combat the mountains of messages and paperwork you are faced with on a daily basis.
• **Increased confidence in the workplace** - remember more, generate more ideas, become more creative, plan better, take control, think smarter.
• **Save time and remember more** - absorb and understand information effortlessly, recall facts and figures with ease.
• **Make the most of your brain** - use your brain to its maximum potential in a fun, flexible and dynamic way.
• **Improve organisation** - stay on top and prioritise effectively.
• **Effective management of information** - increase personal effectiveness and elevate work performance to a whole new level.

How do we do it?

• **The brain** - by understanding the structure and how it works, you will discover how to think more quickly and learn faster.
• **Effective Learning** - understand the principles of being able to learn more effectively and use them to your advantage.
• **Learn how to Mind Map®** - this highly versatile and practical tool will help you manage information effortlessly. Develop your thinking, learning, idea generation and creativity. This technique can be used for almost anything and you'll find yourself wondering how you ever coped without it.
• **Increase your reading speed** - discover how the eye and brain work together to make you read faster, absorb and comprehend large amounts of information.
• **Remember more** - learn about the principles behind how we remember and how we forget. Through a better understanding of this process, you'll be able to remember anything you want, resulting in increased knowledge management and enhanced business acumen.

1 or 2 day?

What's the difference? We offer the Fast Reading & Super Memory workshop as a comprehensive 2 day or compact 1 day course. In addition, the 2 day course offers: a more in depth look at Mind Mapping, speed reading and memory techniques; the opportunity to explore the INSEAK ® reading system, and learn about a number of memory systems all resulting in more confidence in using the techniques.

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