



Speed reading

Course aim

In this one-day course we aim to equip Councillors and Officers with a flexible toolkit of reading strategies for different reading material and for different reading purposes.

Morning sessions

During the morning of this course we look at reading strategies and tactics. You will spend time auditing your reading load, analysing what you read and why and then prioritising the important material. A Five Step approach to effective reading is introduced.

Next we identify (and replace) unhelpful reading habits which all of us have picked up! New reading strategies are presented giving you the ability to build confidence in increasing your reading speed and comprehension. The morning ends with a session on using right brain faculties to develop speed reading, memory and recalling information.

Afternoon sessions

During the afternoon you are coached through seven intensive speed reading skill building sessions. You are introduced to a series of eye exercises to help develop your speed reading skills. At the end of the afternoon a final speed reading/comprehension benchmark is established and targets are set for future practice.

Speed reading software

In the afternoon you will work on a computer with dedicated speed reading software. You will receive a copy of this software (on CD Rom) at the end of the course so that you can continue to practice your speed reading skills, after the course, at your own pace.

Objectives

- Clarify your key priorities
- Assess and prioritise what you read - and why!
- Learn new and effective reading strategies
- Learn and practice speed reading techniques

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