

Effective and Rapid Reading

One day workshop

Tailor-made course presented in-house for your organisation

As the volume of emails, reports, leaflets, magazines and websites we see every day climbs, our ability to get what we want or need from them is ever more important. This practical and interactive workshop shows participants how to improve their understanding and retention of information from the written word, as well as their reading speed.



Who will benefit

Anyone who has to deal with information in the written form, both on paper and electronically, and who would like to improve their speed and ability to absorb that information.

Typical course content

- Why am I reading this? Analysing purpose and objectives in reading documents
- Types of reading skills and their benefits
- How we prefer to get new information – NLP and you
- Improving reading speeds – what it takes, how do I do it?
- Dealing with distractions and increasing concentration
- The 5 R's of effective reading
- Comprehension, retention and summaries
- Practical note taking for understanding and memory
- Keeping up to speed – practice and developing your skill

Midas solutions for success

Midas runs successful in-house training programmes in both the public and private sectors. We develop our own unique, tailor-made courses which deliver a lasting and positive impact in the workplace.

For more information email Midas on enquiries@midas-training.co.uk or telephone us on +44 (0)845 468 0235