



Local Government Training Group

EFFICIENT READING

This course is for anyone who wishes to read more quickly and efficiently. It trains delegates to use appropriate speeds to gain different levels of comprehension and retention. The course aims to work as a measurable time management tool as delegates should learn to be able to, at least, double their reading speeds.

TRAINER: Dorothy Jones, Marlagh Training

Objectives

At the end of the course the delegates will:

- Understand how we read
- Understand how we limit our reading speeds through sub-vocalisation
- Have developed their eye muscles to be able to increase their reading speed
- Be able to limit the 'what was that I just read' and retain more information
- Be able to take efficient notes from their reading
- Be able to choose different reading speeds for different levels of comprehension

Content

Introduction

I can read – how will I benefit from this?

What stops me reading faster?

Physical / Mental efforts in reading – separating eye exercise from retention

Reading for Communication

The Communication Code

Helping the communication cycle

Current Practice

Free rate reading & Comprehension

Techniques

Eye exercises to develop speed reading

Reading in groups of words

Peripheral Vision

Preview techniques – Skim & Scan

Practice, Practice, Practice

Comprehension & Memory

The brain - & concentration

Reading faster for higher concentration!

Stretching exercises to get past sub vocalisation & regression

High Comprehension & Retention from Reading

Making notes from reading

Mind mapping

Memory

The course is highly demanding and encourages delegates to break long ingrained habits. The course involves a lot of reading and eye exercises. Delegates will be encouraged to continue to practice their speed reading techniques throughout their life, to maintain or extend their new reading speed.