

Speed Reading

Learn proven techniques to help you read and absorb information faster (so you can get more done)

Core Details

09.30am — 3.00pm
City of London

 5 CPD Hours

To Book

Call
0203 178 4230
Email
stuart.bull@fstp.co.uk
Online
fstp.co.uk

Your Consultant

David Cotton

David is a specialist training consultant who has a depth and breadth of experience in strategic management. He spent over 20 years with two of the 'Big 4' consulting firms, first at Arthur Andersen and then at PricewaterhouseCoopers.

He has genuine and abiding interest in language and its links both to corporate and national cultures. He has also written and published many books and winning publishers' best-seller awards for two of his books and two international awards for an e-learning package.

He fully understands the challenge of the compliance function to deliver information in a convincing and compelling way and has worked with many teams to develop and agree communications with the right level of information for different audiences.

Whether or not you read for pleasure, you're overloaded with information - reports, client letters, regulator consultation papers, guidance, minutes, articles, blogs and (be honest) too many emails.

If you could learn to read twice as quickly and increase your comprehension at the same time, would you do it?

Some personal development skills are nice to have, but speed reading is a game changer.

In this one-day intensive and very practical course, you will:

- Learn how your current reading technique slows you down and damages comprehension and retention
- Discover why faster reading helps you to understand and remember more.
- Learn a range of techniques which will help you to read faster
- Practise these techniques to work out which method suits you best

When you read faster, you'll be able to:

Make more informed decisions – there's a limit to the amount of time you should spend gathering information before reaching a decision. Speed-reading allows you to increase dramatically the amount of research you can conduct, without delaying the time it takes you to reach a decision (and that means making better ones).

Power through that reading list

More quickly assess the value of content – with faster reading skills you'll be able to more quickly decide what is and what isn't worth your attention.

Keep up-to-date with change – with rapid changes in the financial industry

Cost

£595 / person + VAT £714

A discount of 10% per person is available when booking for 2 or more delegates on the same course in a single booking.

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In-house Course?

This course works well as an in-house event, contact us to discuss your needs on 0203 178 4230 or email info@fstp.co.uk



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Speed Reading

Agenda

Session	Learning Outcomes
Analysing your reading speed	<ul style="list-style-type: none"> • Compare your reading speed (against the average and the best) • What constitutes reading skill? • Identify where you need to focus to improve speed and comprehension • Use the SMOG readability to measure and establish your own reading levels • Explore the benefits of faster reading
Preparing to read faster	<ul style="list-style-type: none"> • Understanding fonts and their effect on your reading • Screen fonts vs paper fonts • How to 'change gear' according to what you are reading • Conditioning your eyes for faster reading
Faster reading techniques	<ul style="list-style-type: none"> • Different reading techniques – how and why they work • Discover the approach that works best for you • Practise your speed reading
Next steps	<ul style="list-style-type: none"> • How to further increase your speed and comprehension • Photo-reading - the next step?