

# THE IN-HOUSE TRAINING COMPANY

## Screen-reading for speed and retention

### Overview

This is an essential programme for managers or members of staff (or students) who need to be able to read and summarise information on screen faster and more effectively. The session focuses on the different types of reading style and encourages better retention of written material through the use of specific speed-reading techniques.

### Learning objectives

By the end of this programme participants will be able to:

- Explain the principles of speed reading
- Understand the barriers to reading
- Use different reading styles according to the information being read
- Read more effectively from tablet and computer screens
- Co-ordinate eye movements better
- Minimise any poor reading habits
- Increase reading speed by over 50%, without losing comprehension
- Improve retention of information using specific techniques

The programme focuses on how to maximise reading from electronic devices by exploring techniques which will reduce eyestrain and improve reading effectiveness. The session also explains different types of reading styles and how to learn new, positive reading habits.

### Who should attend?

The programme is ideal for anyone who needs to improve their reading speed or retention and is particularly useful for those whose role includes digesting large amounts of information.

### Course format

This is a practical and engaging half-day session. It can easily be extended to a full day, in which case it can also cover memory techniques and mind mapping. The session makes use of a variety of learning methods including tutor input, paired activities and practise sessions. The style is very facilitative and learner-centred, taking into account the needs and preferences of the group on the day whilst at the same time delivering the programme as agreed with the client in order to meet the specified learning objectives.

## Expert trainer

**Miranda** has more than twenty years' experience as an independent learning and development consultant and trainer.

She started her career working within the Management Development Unit of the Printing and Publishing Industry Training Board, moving on to a role in the Probation Office's learning and development team before leaping across into financial services, where she was responsible for the Learning and Development of a major high street lender. In 1992 she started her own learning and development consultancy. Working with a range of clients – public sector, private sector and VCSE – Miranda's expertise is in helping organisations to identify learning gaps, and to develop tailored, creative and relevant strategies for meeting these needs with a view to helping organisations to meet their objectives.

In addition to her professional role, Miranda is also very involved in local community development activities. She is Chair of a local homelessness charity and has been instrumental in developing and facilitating community leadership programmes in both Bedfordshire and Hertfordshire.

See what programme participants have said about Miranda's training:

'Superb. Clear, warm, engaging – and very well informed.'

'Engaging and pitched very appropriately for the audience today.'

'Great.'

'Lively, focused, keeps it interesting.'

'Very funny and enthusiastic.'

'Excellent presentation style.'

'Super.'

'Excellent.'

'FAB!'

'A lot of fun.'

'Miranda is very engaging, warm and welcoming, great trainer.'

'She is absolutely lovely!'

'Very bubbly manner and clearly deeply knowledgeable about her subject.'

'Very personable and engaging.'

## Workshop outline

### 1 An introduction to speed reading

- The history of speed reading
- Assumptions about reading
- The process of reading

- Schema and its influence on interpretation
- Eye / brain relationship
- How our brain processes written information

## 2 Minimising barriers to reading

- Understanding eye tics
- Mouthing
- The influence of different light sources
- Body clocks and making use of natural patterns

## 3 Reading styles

- Importance of choosing the right reading style
- Speeds and their influence on retention
- Reading for pleasure
- Proof reading
- Scanning
- Skimming
- Reading for retention
- SQRW principles

## 4 Reading from electronic devices

- The challenge of reading from screens
- Importance of breaks and proper display screen evaluation
- Calibrating screens and background colours
- Formatting documents
- Using eye guides

**Any questions?**

**Please just give us a call on 01582 463463 – we're here to help!**

**Or visit [www.theinhousetrainingcompany.com](http://www.theinhousetrainingcompany.com)**