

# **‘Dynamic Reading Skills’ Outline Programme**

*(1 day)*

## *Agenda*

- 09:00* Introduction  
Evaluation of present reading performance
- 10:30* *Coffee*
- 10:45* Discussion of the reading process  
Identifying the common faults  
Targeted exercises
- 12:30* *Lunch*
- 13:30* Accelerator practice and exercises  
Discussion of concentration and motivation
- 15:15* *Tea*
- 15:30* Accelerator practice and exercises  
Skimming, scanning and previewing
- 16:45* Close

# **PROGRAMME CONTENT**

## **UNDERSTANDING THE IMPORTANCE OF THE DYNAMIC READING PROCESS**

- Why the way you were taught to read is not effective in the modern business world
- Understanding the benefits and rationale behind the speed reading process
- The importance of information management for business professionals
- How dynamic reading skills will make a difference in your professional life
- Why it is possible to read faster and remember more

## **GETTING TO GRIPS WITH THE BASICS OF DYNAMIC READING**

- The two core processes of reading
- The mechanical process
- The mental process
- The importance of finding the synergy between speed and comprehension
- Ensuring the application of skills is appropriate

## **UNDERSTANDING FIXATIONS & EYE MOVEMENT**

- How the eyes and the brain really work in the reading process
- Understanding the impact on reading speed of different fixation levels
- Assessing your current fixation levels
- Getting to grips with the correct eye movements for efficient reading
- Practical techniques for more effective fixation levels
- Tailoring fixation levels for reading different types of information

## **DEALING WITH SUB-VOCALISATION**

- The impact of sub-vocalization as a barrier to the reading process
- The damage caused by conventional reading training
- Practical ways of conquering sub-vocalization

## **REGRESSION AND BACK-SKIPPING**

- Why many professionals read and re-read information over and over
- How the mind absorbs more information than you actually give it credit
- Back-skipping and regression dramatically slow the reading process
- Building confidence using the reading accelerator
- Recalling and managing information

## **DEVELOPING AN OPTIMAL READING STATE**

- How your state of mind dramatically impacts your ability to absorb and recall information
- Factors affecting concentration levels
- Practical techniques for getting into an effective reading state
- Keys to improving concentration and comprehension
  - Motivation
  - Complexity
  - External factors
  - Internal factors
- Developing a framework for an optimal reading strategy

## **APPLYING DYNAMIC READING SKILLS IN YOUR BUSINESS**

- The importance of taking action
- Developing a personal action plan
- Reinforcing your skills through accelerated learning
- Overcoming common obstacles
- Embedding new reading habits