Day program 1-day training Speed Reading, Memory Techniques and Mind Mapping

This 1-day training is an intensive and practical training. Pieces of theory, practical insights and directly applicable tips are interspersed with practical assignments and exercises. These are as close as possible to situations that students encounter on a daily basis.

The day has the following structure:

> 08:45 Reception on location

> 09:00 **Start training - Introduction**
During this part, attention is paid to the process of reading and information processing. These insights form the basis of all techniques that will be discussed on this day. Immediately applicable insights, practical tips and inspiring facts are alternated with practical tests and exercises.

> 10:30 Break

> 10:45 **Speed reading - Theory and technique**
First, the current reading speed and text comprehension are measured. Then the technique of speed reading is discussed and this technique is practiced on several texts. Each time, the reading speed and text comprehension are measured.

> 11:30 **Digital speed reading**
The vast majority of the information supplied is now digital. In this section you will receive tips and insights to deal with this in a smarter way in your own working environment.

> 12:30 Lunch

> 13:15 Speed reading & processing information with Mind Mapping

In this section we will continue practicing speed reading. In addition, we will look at how we can structure large amounts of complex information using Mind Mapping. This will help you understand the information better, remember it more easily and reactivate it more efficiently later.

> 14:15 Speed reading and better memory with Memory Techniques

With the help of some practical memory techniques, it is possible to directly store facts that we find relevant in our long-term memory. In this part you will learn to combine this with the speed reading technique so that you can deal with information more efficiently.

> 15:15 Pauze

> 15:30 Practice with your own material

You learn speed reading by practicing with information you need it for on a daily basis. During this part you will work under the guidance of the trainer.

> 16:15 Summary

In this part, all parts of the day are reviewed again, they are summarized and guidelines are given for further independent practice

> 17:00 Conclusion

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