



Rapid and Effective Reading Techniques

Benefits to individuals: *Improve reading speed plus retention*

Value for organisations: *Improve comprehension of the subject matter*

In this Information Age, the cry of “If only I had more time...” can be heard echoing around the corridors of most businesses as we come under increasing pressure to read more in order to stay ahead. By providing you with a range of strategies for reading all types of business media, from the Internet to newspapers and reports, this mentally and physically demanding course provides a fast moving, high impact “eye workout” that will dramatically improve your reading effectiveness - probably doubling your reading speed, and raising your levels of comprehension and memory. Although this course is intensive, delegates can progress at their own pace.

Is this Course right for you?

This course is designed for people who feel under pressure due to the quantity of written material that they need to read, and would like to improve their reading skills. It would also suit people who find it difficult to concentrate, and those who need to improve their ability to remember the material they have read.

Once the course is completed you should be able to:

- Correct bad reading habits stemming from the past
- Increase your reading speed by up to 100% or more
- Improve your comprehension of the subject matter
- Remember more of what you read
- Increase your levels of concentration
- Vary your style and method according to your purpose for reading
- Save a significant amount of time.

Course content:

- What causes problems
- Reading at speed
- Rate variation
- Scanning and study skills techniques
- Memory techniques
- Note taking techniques
- Correct bad habits
- Peripheral vision

How is the course conducted?

The course conducted as a 1 day workshop session held at MaST’s Melbourne location. The session is engaging and stimulating yet relevant to the audience in both style and content by including practice sessions, continual opportunities for discussion, and activities.

Our workshop groups are limited to 12 participants (a minimum of 6 is required), to ensure opportunities for individual attention and an enhanced learning experience.

You will be provided with a comprehensive course manual and ongoing telephone support from the team at MaST.

Course Dates: 16 July & 7 Oct.

Price: \$475+ GST per participant

To book an **Rapid & Effective Reading course**, or to arrange **in-house training**, please call the training team on **03 9520 2599**, or email us at **mast@mastaaustralia.com.au** to let us know how we can help you.