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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Handling Information Overload

Code	City	hotel	Start	End	price	Language - Hours
MT-241SA	Abha	Hotel Meeting Room	2027-01-24	2027-01-28	9950 SR	En - 25

Introduction

This programme can help anyone at any level to improve the speed and effectiveness of their reading (for work and for study). It also explains the secrets of super memory systems and shows how mind mapping can be used for better note-making, planning and communication skills.

The programme will help you to:

- Read faster and read better (combine speed reading with techniques for better comprehension)
- Learn how to use mind mapping for planning, note-making, clearer thinking and better communications
- Learn the secrets of memory systems – and how to use them to remember facts, procedures, names and other information
- Use mind maps to help you remember what you read
- Develop confident, effective approaches to handling information overload at work

Objectives

- Read faster and more efficiently
- Tackle reading tasks with more confidence
- Learn the principles behind memory systems
- Develop your ability to memorize and recall information
- Develop note-making skills and learn how to read and use mind maps
- Combine fast reading, mind-mapping and memory skills to help handle “information overload”

Training Methodology

This programme is enjoyable, practical and inter-active. The techniques are presented in a clear, simple and easy-to-learn way using a mix of individual experiment, group work and discussion. You will find plenty of opportunities to participate, comment and question – but will never be put under pressure to express opinions. You will be invited to learn at your own speed and to focus on developing your personal skills-set.

Organisational Impact

- Better equipped to handle information overload
- Be able to read faster and more effectively
- Be able to use memory systems to remember information (e.g. procedures, processes, facts, speeches)
- Be better equipped to plan for and participate in meetings
- Work better either on their own or as part of a team
- Save time and improve efficiency in working practices

Personal Impact

- Be able to read faster and more effectively
- Be able to read and use mind mapping for better note-making, planning & communication skills
- Understand the secrets of memory systems and how to use them to remember information
- Use mind mapping to help you remember what you read
- Improved self-belief and self-confidence in ability to handle information overload
- More confidence when planning and problem solving

SEMINAR OUTLINE

Brain Skills, Fast Reading and Mind Mapping

- Thinking about reading - and challenging your existing assumptions
- Check current reading speed and understanding of the reading process
- How the brain works and its relevance for reading more effectively and remembering more
- The mechanics of how the eye works in tandem with the brain
- Breaking delusions: challenging beliefs and assumptions about reading
- Reading environment
- How to be a `successful` reader
- Different approaches to note making
- How to mind map

Reading Strategies and Memory Systems

- Reading strategies: the theory
- Successful reading: increasing reading speed and effectiveness
- Reading practice
- Thinking about remembering
- Memory systems introduced (Memory magic?)
- Remembering numbers
- Using mind mapping to help you remember what you have read
- Review of skills learnt

Reading at Work, Memory Rhythms and Thinking in Groups

- More memory magic
- Different approaches for reading documents, text books, emails and the web
- Getting control (how to read a book in a hurry)
- How we remember - and how we forget (and what to do about it!)
- Using mind mapping and reading strategies together
- Thinking and working in groups
- Project: mind mapping in teams

- Revision

Time Management and Outcome Planning For Better Results

- Team mind mapping presentations
- Outcome planning for better results
- Better time management as a tool for handling information overload
- Reading: understanding an article and extracting key points
- Mind mapping software (e.g. Mind Manager, iMindMap, NovaMind)
- Mind mapping: when to use software, when to use paper
- Developing listening skills as part of the note-making process
- Revision in context

Problem Solving, Meetings and Planning for Success

- Putting it All Together: Your Toolkit for Handling Information Overload
- Reading, remembering
- Communicating in working life
- Preparing for and participating in meetings
- Reflective review (what have you learnt and how can you apply it in the read world?)
- Planning for success and planning to practice

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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