

€ TRAINING

Handling Information Overload





Handling Information Overload

Introduction:

This program can help anyone at any level to improve the speed and effectiveness of their reading for work and 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.

Conference Objectives:

At the end of this conference the participants will be able 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
- 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
- Use mind mapping to help them remember what they read
- Improve self-belief and self-confidence inability to handle information overload
- Be more confidence when planning and problem solving

Targeted Audience:

- This course is suitable for all people among all departments and managerial levels

Conference Outlines:

Unit 1: 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

Unit 2: 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

Unit 3: Reading at Work, Memory Rhythms, and Thinking in Groups:

- More memory magic
- Different approaches for reading documents, textbooks, 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

Unit 4: 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 the software, when to use paper
- Developing listening skills as part of the note-making process
- Revision in context

Unit 5: 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 learned and how can you apply it in the real world?
- Planning for success and planning to practice