€TRAINING

Handling Information Overload

15 - 19 July 2024
Rome (Italy)

Handling Information Overload

Introduction:

This training program equips participants with strategies to effectively manage large volumes of information in various contexts. It focuses on developing skills such as time management, critical thinking, and information processing to mitigate the challenges posed by information overload.

Program Objectives:

At the end of this program, participants will be able to:

- Read faster and more efficiently.

- Tackle reading tasks with more confidence.

- Learn the principles behind memory systems.

- Develop their ability to memorize and recall information.

- Enhance note-making skills and utilize mind maps effectively.

- Combine fast reading, mind-mapping, and memory skills to manage "information overload".

Targeted Audience:

- Managers.

- Supervisors.

- Team Leaders.

Program 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, 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.

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.

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.

- Planning for success and planning to practice.