



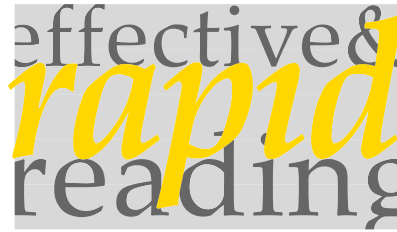
Overview

The special half day programme is for senior managers and leading professionals. It is intensive and practical, and develops the efficiency required to manage diverse information most effectively. This is achieved through increasing reading speed by 100% and

selecting strategies	developing comprehension
adapting reading speed	increasing recall
skimming effectively	summarizing key points
reading analytically	managing interruptions
sustaining concentration	meeting deadlines

Leading to greater understanding of even the most poorly written, dull or complex reading material, especially when time is of the essence.

For more information contact **Maggie Barnes**, Course Co-ordinator.
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Coaching Content

To increase reading speed by 100%. Develop the flexibility to deal efficiently with a varied reading workload. Ensure skimming is most effective and free of risk.

Prior discussion will determine the emphasis but the key elements are:

Assessment of Reading Speed – Providing a basis to measure improvement.

The Reading Process – Eye movements, inner speech, regressions and the intellectual process.

Increasing Reading Speed – The use and advantages of ‘pacing’.

Flexibility of Reading Speed – Reacting to variations in writing; one text to another, and within the same text.

Improving Comprehension – Finding a framework of ideas. Paragraph analysis and key sentences. Awareness of organization. Active reading.

Skimming – Definition, value, applications and limitations.

Reading and Retention – Problems and solutions. Summarizing and memory; value, features and applications.

Skimming, Faster Reading and Note-taking – Combining the techniques. Meeting deadlines. Avoiding risk. Managing backlogs.

Assessment of Reading Speed – A comparison with the initial assessment.



Peter Jacobs

Peter Jacobs is one of the most experienced practitioners in the field of business reading, and has been an internationally recognized specialist for over twenty years. He believes above all in effective, rewarding and enjoyable coaching.

Peter has provided individual coaching for many senior corporate executives, HRH The Prince of Wales, cabinet ministers, members of the House of Lords and successive heads of the Diplomatic Service.

In-house group clients have included

Alcatel-Lucent Allen & Overy Alliance Cornhill AT&T Barclays Bank
Boots BP Amoco Carlton Television Coral Deutsche Bank DLA Piper
European Parliament Eversheds Foreign & Commonwealth Office
Friends Provident GCHQ GlaxoSmithKline Goldman Sachs Guinness
Hewlett Packard Housing Corporation HSBC IBM INSEAD Kingfisher
KPMG Laura Ashley LloydsTSB Lloyd's of London MoD Nationwide
NatWest NFU Mutual Nortel Parcel Force Police Staff College Ryder
Shell Thames Water The National Trust HM Treasury United Nations
Watson Wyatt Wyeth