Training Course:
Handling Information Overload

12 - 16 August 2024
London (UK)
Landmark Office Space - Oxford Street

Training Course:
Handling Information Overload

Training Course code: MA1146 From: 12 - 16 August 2024 Venue: London (UK) - Landmark Office Space - Oxford Street
Training Course Fees: 5250 Euro

Introduction

This program 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 program 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

Course Objectives of Handling Information Overload

- 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

Course Methodology of Handling Information Overload

This program is enjoyable, practical, and interactive. The techniques are presented in a clear, simple and easy-to-learn way using a mix of an 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.

Organizational Impact of Handling Information Overload

- 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 of Handling Information Overload

- 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 inability to handle information overload
- More confidence when planning and problem solving

Course Outlines of Handling Information Overload

Day 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

Day 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
- Review of skills learned

Day 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
- Revision

Day 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

Day 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

Registration form on the Training Course:
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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng): ....
Position: ....
Telephone / Mobile: ....
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Company Information

Company Name: ....
Address: ....
City / Country: ....

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): ....
Position: ....
Telephone / Mobile: ....
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Payment Method

☐ Please find enclosed a cheque made payable to Global Horizon

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Easy Ways To Register

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