



*Conference:
Handling Information Overload*

*2 - 6 August 2027
Madrid (Spain)*

Conference: Handling Information Overload

Conference code: CO8148 From: 2 - 6 August 2027 Venue: Madrid (Spain) - Conference Fees: 6300 € Euro

Introduction

This conference is designed to enhance your reading speed and comprehension, while unlocking the secrets of memory systems and mind mapping. You'll learn to read faster, plan effectively, and communicate clearly. Discover techniques for remembering facts, names, and procedures with ease. Use mind maps to retain what you read and organize your thoughts. Gain strategies to confidently manage 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"

Target Audience:

- Professionals and employees who deal with large volumes of reading and information daily
- Managers and supervisors seeking to improve productivity, decision-making, and communication efficiency
- Administrative and office staff responsible for reports, emails, documentation, and data handling
- HR, training, and development professionals supporting learning and knowledge retention initiatives
- Project managers and coordinators handling multiple documents, plans, and reports
- Students and early-career professionals aiming to improve reading speed and comprehension skills
- Executives and decision-makers who need to quickly absorb and analyze information
- Anyone looking to improve memory, note-taking, mind mapping, and information management skills in the workplace

Outlines

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, 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

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 Conference: Handling Information Overload

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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