



Buzan Power Speed and Range Reading Techniques

Course code: VTLBUZSRR

Information is growing rapidly and is projected to double every 5 years. However, biologically, our eyes are the same as our forefather. How are we to keep up with the amount of information we have to read? The British and American Medical Associations reported that 80% of all visits to doctors and hospitals were due to stress caused mainly by information overload. Thus, to manage this 'overload', the eyes and the brain need new strategies and techniques for reading and assimilating information. In this ground-breaking course, the participant will be introduced to 21st century Buzan Speed and Range Reading techniques that will guarantee an improvement of their ability in this area.

Outcome

By the end of the course, participants will learn:

- The unique four-speed reading techniques and strategies to increase their speed and comprehension
- The common reading problems that slow down reading speed
- Manage speed and comprehension

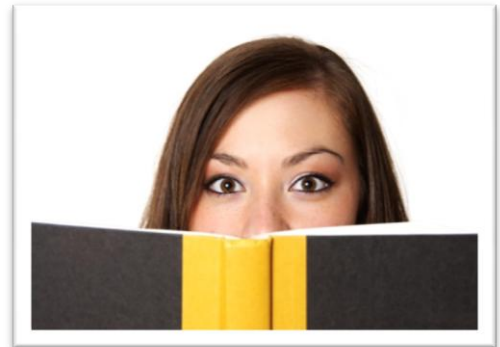
Methodology

This lively and interactive workshop requires extensive participants' involvement. It gives them ample opportunity to practice the new techniques learnt. Buzan workshops usually comprise:

- Lectures / presentations
- Individual and small group exercises and discussions
- Self-awareness questionnaires
- Brain-breaks for reflections and integration
- Games and activities
- Question and answer periods

Who Should Attend

Managers, Executives, Public Sector (Division 1 and 2 Officers)



Course Outline

- **Awareness & Assessment**
 - Initial Reading Speed
 - Goals
 - Habits
 - Power Browse
- **The Eye**
 - Movement-Reality
 - Guiding the Eyes
 - The Four-Speed Technique
- **The Brain**
 - Standard Operating Procedure
 - Association
 - Comprehension
- **The Reading Environment**
- **The Buzan Mind Map®**
- **Radiant Reading for Life & Learning**
 - Skimming Newspapers
 - Scanning Reports
 - Exploring Business Books

buzan

professional development centre
www.buzanasia.com

Course Details	Dates (please tick)
Buzan Power Speed and Range Reading Techniques (Course code: VTLBUZSRR) Duration: One (1) day from 9am to 5pm Fee: S\$450 per participant Discount: 2 pax – 10% off total invoice	<input type="checkbox"/> 29 Jan 2010 (Fri) <input type="checkbox"/> 12 Mar 2010 (Fri) <input type="checkbox"/> 6 May 2010 (Thu)

- Training venue will be advised once your registration is confirmed.

Important Notice Regarding Withdrawal	
Withdrawal given in writing 14 days in advance	No charge
Withdrawal given in writing between 7-13 days in advance	\$50 administrative fee applies
Withdrawal given in writing less than 7 days in advance	Full course fee applies. However, place is transferable within 3 months
No show	Full course fee applies. Administrative fee of \$50 chargeable if place is transferred within 3 months

Registration Form

For general registration. Vital.org members, please register through Learning@gov.

Organisation:	
Address:	
Name of Training Coordinator (TC):	Postal Code:
Email:	Contact No:

Please register the following _____ person(s) for the above workshop.

PID: _____

Name (Underline surname & include salutation)	Designation	Department	Tel No	E-mail Address or Fax No
1.				
2.				
3.				
4.				
5.				

No. of participants: _____ x \$450 = \$_____ less discount (_____ %): \$_____ = **Final Cost \$**_____

Bill to: _____

Billing Address (if differs from above): _____

Note: _____

Payment mode:

IFAAS

Credit Card – Visa/Master (Pls delete accordingly)

No: _____ Expiry date: _____

Cheque – Bank: _____ No: _____ (Pls make cheque payable to “Buzan Professional Development Centre Pte Ltd”)

Authorised Signature:	Date:
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The workshop outline, fee and date are subject to change without notice.