



# Speed Reading Training Course Brochure

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1 Day Practical Workshop



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# The Right Fit.....For You

**The average person reads between 200 to 300 words per minute. After attending our Speed Reading training, everyone at least doubles their reading rate without loss of comprehension or accuracy.**

Our one day **Speed Reading** course will introduce you to new **techniques to enable you to save time, retain important information and re-adjust your reading style** to suit different formats. You will also learn how to encourage good readings habits and gain strategies for improvements.

The theory of speed reading being introduced during the course is **broken up with a series of practical exercises** which measure reading speed and comprehension throughout the day.

This course is suitable for those who **read through lots of emails, articles, reports or other long documents**, and who want to save time by **finding the information they need quickly**.

This is a highly practical course and scenario based exercises and group discussions will be used throughout to allow learners to **increase their reading speed in real life**.

*"I speak for all in saying that it was an excellent course. I found the course very interesting and beneficial both for my work and future career."*

**Marcin Cesarz, Lead Business Analyst, AIB**



*"We are all very happy with the training carried out last week & will definitely be in contact in the future"*

**Aoife O'Rourke, Key Account Manager, Tool & Plastic**



*"Great exercises, very relaxed and great models to explain, learning process and delivery of the information."*

**Jonathan Latimer, Fleet Training Instructor, City Jet**





# Why Choose Our Speed Reading Course

DCM Learning's Speed Reading course introduce you to new techniques to enable you to save time, retain important information and re-adjust your reading style to suit different formats. You will also learn how to encourage good readings habits and gain strategies for improvements.

## Specific reasons to choose this course:



**Experienced:** We have trained over 297 individuals successfully in Speed Reading over the last two years.



**Support:** 15 full-time training consultants plus support staff (21 in total). We are large enough to be well resourced but small enough to care.



**Experienced Training Team:** Our trainers are Training Practitioners with years of industry experience as well as vast training experience.



**Quality Assured Training:** Make sure you Safeguard Your Training Investment. DCM offer courses accredited by national and international certification bodies, including QQI, PMI, IASSC, and Scrum.org.

## You're in Good Company

We have delivered our Speed Reading programme to the biggest brands in Ireland including Google, Intel, Central Bank of Ireland, ESB, Football Association of Ireland and Abbott so you can have confidence in our ability to deliver the results you want to achieve.





# Speed Reading Course Outline

## COURSE OVERVIEW

This course will introduce you to new techniques to enable you to save time, retain important information and re-adjust your reading style to suit different formats. You will also learn how to encourage good readings habits and gain strategies for improvements.

The theory of speed reading is introduced during the course which is broken up with a series of practical exercises which measure reading speed and comprehension throughout the day.

This course is suitable for those who read through lots of emails, articles, reports or other long documents, and who want to save time by finding the information they need quickly.

## LEARNING OUTCOMES

By the end of the course each learner will be able to:

- Read faster without losing comprehension
- Recall important information by developing greater retention
- Recognise the bad habits that may be holding you back
- Select the most appropriate technique for different written materials
- Use skimming strategies for urgent reading to find specific information
- Apply different methods of note-taking for summarising and retention
- Adjust techniques and speed to assist with proofreading and editing

Below you will find a proposed course outline detailing all the topics covered on the training programme.





# Course Content

## TOPIC 1: AN OVERVIEW

- Understanding what speed reading is and how it helps
- Assessment of your reading speed and comprehension
- An appreciation of your mental blocks
- Reading blocks and bad reading habits

## TOPIC 2: SKILLS AND TECHNIQUES

- Retaining concentration levels
- How to assess different written materials
- The most efficient and effective approach for each read
- Using reading 'gears' to enhance speed
- Scanning for key points
- Skimming techniques for information gathering

## TOPIC 3: COMPREHENSION AND RETENTION

- How to read for study and future retention
- Memory techniques for instant recall
- Strategies for note-taking
- Help comprehension with mind maps

## TOPIC 4: PERSONAL DEVELOPMENT

- System for continuous improvement and practice



## Sean Kelly

### Training Associate

Sean is a highly experienced International Trainer and Coach. His aim on all the workshops he delivers is to inspire and show clients how to use more of their infinite potential. He has worked in training and development for over 20 years, helping people and organisations of all sizes and sectors achieve their goals.

Some of the areas he specialises in are Accelerated Learning, Brain Training, how to communicate with Confidence, Creativity and Innovation, Mindfulness, Tools for Success - Vision, Goal Setting and Action planning. Sean is also a keen athlete, an Ironman triathlete and a leading competitor in the World Memory Championships.

Some of Sean's qualifications and affiliations include:

- Honours Bachelor of Science Degree, Trinity College Dublin
- Master Practitioner and Master Trainer, NLP
- Life Mastery and Leadership Academy Graduate with Tony Robbins

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*"Trainer was excellent. Content good and adapted for our specific needs. Delivery was excellent. I thought the training was really good. The trainer was very engaging and clear in what he wanted to get across. He broke up the day nicely with the little exercises which were fun."*

Rosaleen Murphy, REACH Services Manager, H2 Compliance





# Inhouse Training, One Size Doesn't Fit All.

**Does your team need Speed Reading training? DCM Learning has a full range of training courses and qualifications available for your team and company, in-house or off-site.**

Based on your requirements, we will develop a custom-made training programme and deliver it specifically for your employees in a chosen location - giving them the exact skills and knowledge they need whilst saving on venue hire, travel, time and associated expenses.

Each daily session will be delivered onsite at a location of your choosing over a 7-hour period. We are flexible on group size, but for group sessions we would recommend a maximum of 15 people to allow for the more interactive elements of the course.

Below is an overview of our Inhouse Training Delivery and Costs:

Details	1 Day Training	2 to 5 Days Training	6+ Days Training
<b>Cost</b>	€1,095 per day	€995 per day	€895 per day
<b>Materials</b>	Included	Included	Included
<b>Travel Expenses</b>	Included	Included	Included
<b>Areas Covered</b>	All Counties	All Counties	All Counties
<b>Customisation</b>	Course Customised	Course Customised	Course Customised
<b>Survey</b>	Pre & Post Course Survey	Pre & Post Course Survey	Pre & Post Course Survey
<b>Account Management</b>		Dedicated Account Manager	Dedicated Account Manager
<b>Free Public Course</b>		1 Free Place	3 Free Places
<b>Public Course Discount</b>		15%	25%





## Who We Work With

We train organisations of all shapes and sizes, from small businesses up to global enterprises. But we never forget that every individual matters, and we make sure that every learner gets what they need to reach their potential.





**Set your career on the  
right course**

**DUBLIN**

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Blackpool Business Park

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