

“Rapid Reading”

This Rapid Reading Workshop aims to improve your skills to more effectively handle reading material on paper or electronically. It will show you techniques of scanning and skimming and deal with approaches of how to improve comprehension and retention of difficult written documents. We will start with initial exercises and discussion to identify personal needs before looking into different steps to increase speed of reading as well as comprehension and retention of complex material. The workshop is aimed at anyone who wishes to minimize their reading time to make more time available for other tasks, increase their speed and comprehension of what they read, or wishes to feel less overwhelmed by the amount they have to read. For further information please see also the download.

About the lecturer:

Kathryn Redway is an experienced management consultant, executive coach and business author. She has worked as a management consultant for over 25 years aiming to provide tailor-made workshops to improve skills and techniques based on the organization’s specific needs.