

# Speed Reading

Speed reading, quickly learned

## Seminar Objective

The flood of information is increasing. Fast reading can significantly increase your information intake. The overabundance of information can also be made manageable by quick-reading techniques. The most important, practically applicable quick-reading techniques are presented and practised.

## Seminar Content

- Actively absorbing information
- How do I interrogate the text in a productive way?
- What are my priorities?
- Planned 'non-reading'
- Preparation and mental attitude to the text
- How do I design my reading breaks?
- Fast reading and intensive absorption of the text are not mutually exclusive
- Why can the brain absorb much more information than we suspect?
- The 3-2-1 method
- Relaxation exercises while reading
- The importance of fixation while reading
- The absorption of whole groups of words
- The assimilation of units of meaning
- What hinders fast reading? (e.g.: speaking along, skipping over important words, etc.)
- The significance of loud reading
- Why is 70 - 80% of the content a text is assimilated?

This seminar is also offered as part of a qualification programme.

## Method

Trainer input, moderated exercise sequences, exchange of experiences and discussion, simulation of everyday situations, practical examples

## Participants

The "Speed Reading" seminar is aimed at specialists and managers who want to learn to read faster in the shortest possible time.

## Testimonials

„I really liked the small group size and the open exchange!“  
*M. Verheij, Deutscher Sparkassen Verlag GmbH*

„I found the working atmosphere during this Speed Reading training very constructive.“  
*G. Wortmann, Westdeutsche Lotterie GmbH & Co. OHG*

## Course Ref.

AO3003

## Participants

not more than 9 participants

## Schedule

1. Day: 10:00 - 17:00  
2. Day: 09:00 - 16:00

## Location and Dates

### Webinar

14.06.2021 – 15.06.2021  
16.08.2021 – 17.08.2021

### Muenster

26.11.2020 – 27.11.2020  
19.04.2021 – 20.04.2021  
11.11.2021 – 12.11.2021

## Fee

980,00 € (ex. VAT)  
1.136,80 € (inc. VAT)

Included in the price: Working documents, certificate of participation, lunch and coffee breaks.

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Freecall: 0800 KITZMANN  
0800 54896266

## Ja, ich/wir buche(n) folgendes Seminar:

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Seminartitel

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Termin

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Seminarort

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1. Teilnehmer/in

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Funktion

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E-Mail

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2. Teilnehmer/in

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Funktion

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E-Mail

## Ja, ich/wir buche(n) das Aufbauseminar gleich mit:

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Titel

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Termin

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Ort

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1. Teilnehmer/in

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Funktion

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E-Mail

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2. Teilnehmer/in

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## Rechnungsanschrift

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Firma

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Ansprechpartner

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Funktion

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Abteilung

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Straße/Hausnummer

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PLZ/Ort

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Telefon/Telefax

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E-Mail

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Datum/Unterschrift