Speed Reading, Memory Skills and Mental Agility for Professionals

11 – 15 October 2027
Dubai - Five-star CBD venue



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Introduction:

Managers and specialists now receive more reports, contracts, briefing packs and email than they can read closely, so key clauses are missed, figures are forgotten before meetings and decisions rest on half-read documents. This Core Concept course builds speed reading, memory and mental agility skills on an evidence base rather than on inflated words-per-minute promises. Participants measure their own reading rate and comprehension, practise previewing, skimming and scanning, apply mnemonic and spaced recall methods to work content, and finish with a Personal Reading and Recall System tested on their own documents.

Course Objectives:

- Measure personal reading rate and comprehension on work texts and set a realistic improvement target based on the speed-comprehension trade-off
- Select previewing, skimming, scanning or close reading according to document purpose, risk and time available
- Extract decisions, obligations, figures and exceptions from long reports and contracts using a structured reading method
- Retain names, figures, sequences and arguments with chunking, the method of loci, peg systems and spaced recall
- Capture and organise reading output with Cornell notes, mind maps and one-page summaries that support later recall
- Protect attention across interruptions and task switches and assemble a Personal Reading and Recall System for daily use

Target Audience:

- Managers who must digest board papers, performance reports and proposals before approving them
- Analysts and advisers who review long technical, financial or policy documents and summarise them for others
- Contract, procurement and legal support staff who check agreements for clauses, deadlines and exceptions
- Project and programme staff who track specifications, minutes and status reports across many workstreams
- Specialists preparing for presentations, negotiations or examinations who need to recall detail without notes

Course Outline:

Day 1: Reading, Attention and Your Personal Baseline

- Eye Movement Basics: Fixations, Saccades and Regressions
- Subvocalisation and Inner Speech: What the Evidence Says
- Baseline Test: Words per Minute and Comprehension Score on Work Text
- Speed-Comprehension Trade-Off and Why Extreme Speed Claims Fail
- Personal Information Load Audit: Reports, Contracts, Email and Chat

Day 2: Reading Methods: Preview, Skim, Scan and SQ3R

- Document Preview Routine: Title, Summary, Headings, Tables and Conclusion
- Skimming for Gist Versus Scanning for a Target Term or Figure
- SQ3R Method: Survey, Question, Read, Recite, Review
- Pacer and Meta-Guiding Drills to Cut Unneeded Regressions
- Reading Mode Selection Matrix by Purpose, Risk and Deadline

Day 3: Strategic Reading of Reports, Contracts and Data

- Executive Report Reading: Findings, Recommendations and Evidence Gaps
- Contract Clause Hunting: Obligations, Deadlines, Liabilities and Exceptions
- Reading Tables, Charts and Financial Annexes Without Losing the Thread
- Email and Inbox Triage Rules for High-Volume Correspondence
- Cornell Notes, Mind Maps and One-Page Summary Templates

Day 4: Memory Techniques, Mental Agility and Focus

- Working Memory Limits and Chunking Numbers, Codes and Lists
- Method of Loci: Building a Memory Palace for Presentations and Agendas
- Peg Systems and the Major System for Figures and Sequences
- Spaced Recall Schedule with Leitner Boxes and Retrieval Self-Tests
- Task Switching Costs, Interruption Recovery and Deep Focus Blocks

Day 5: Case Work and the Personal Reading and Recall System

- Case Study: Board Pack Digest Under a Fixed Pre-Meeting Deadline
- Case Study: Supplier Agreement Review for Missed Obligations
- Case Study: Recall of Figures and Names for a Stakeholder Briefing
- Retest Against Day 1 Baseline: Reading Rate and Comprehension Comparison
- Personal Reading and Recall System Assembly and Peer Challenge

Skills You Will Gain:

- Reading Rate and Comprehension Measurement
- Purpose-Driven Reading Mode Selection
- Contract and Report Information Extraction
- Mnemonic Encoding
- Spaced Retrieval Scheduling
- Structured Note-Making
- Attention and Interruption Management
- Evidence-Based Appraisal of Speed Reading Claims

Why Attend This Course:

- Leave with a Personal Reading and Recall System already tested on your own reports, contracts and briefing documents
- See your measured reading rate and comprehension before and after the week, rather than relying on marketing promises
- Walk into meetings able to quote the figures, names and clauses that matter without searching through papers
- Exchange reading and recall routines with professionals from finance, energy, government, healthcare and services

Conclusion:

Faster reading is useful only when comprehension holds and the important points are still remembered when they are needed. The week starts from each participant's measured baseline, adds preview, skim, scan and SQ3R methods, applies them to reports, contracts, data and email, and then strengthens retention through chunking, the method of loci, peg systems and spaced recall, alongside routines for focus and task switching. Case work on the final day retests the baseline and produces a Personal Reading and Recall System ready for daily work.