

READING EFFICIENCY & POWER LEARNING WORKSHOP

It's about time



The ExecuRead course is a nine-hour executive reading improvement & knowledge management programme.



The course is presented over three sessions of 3 hrs per session, incorporating both practical and theory.

The course is presented in a classroom format with interactive workshop / discussion modules, facilitated by a skilled, experienced instructor.

Trainees are required to complete prescribed homework assignments (3 x 10 minute exercises) between class sessions.

COURSE OBJECTIVES

- Increase reading speeds by min 300%
- Increase comprehension, concentration, retention and recall skills
- Increase technical reading study methods and exam techniques
- Increase note-taking skills and presentation preparation skills
- Develop and increase reading and studying confidence and enjoyment

IN-HOUSE CORPORATE

If there is a minimum of 5 delegates, **on-site training** can be provided at dates and times most convenient to the group- subject to instructor availability.



- Increase communication skills and reading efficiency
- Reading management: Increase personal and work-related productivity
Increase applied reading skills - office reading, computer screen reading, technical & leisure reading
- Introduction to Speed Reading
- Quantification of reading overload and the knowledge explosion
- Evaluation of current reading efficiency and identification and discussion of bad reading habits
- Discussion on reading speed limitations, reading speed potential and impact of inadequate reading skills
- Book mechanics
- Speed and comprehension skills
- Linear reading
- Recall theory, recall skills and mind-mapping
- Concentration and comprehension skills
- The Multiple Reading Process (MRP) and study skills
- Applied reading techniques: Technical reading, office correspondence, computer screens, magazines, journals and newspapers
- Purpose reading and defining objectives in reading
- Final reading efficiency evaluation, summation and certification

COURSE INVESTMENT

R3580 per person/ course
(Terms and Conditions Apply)

Priscille Farinha

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Fax: +27 (0)86 655 7670

E-Mail: priscille@execuread.com

COURSE CURRICULUM

A person spends an average of 45% of their working day on work-related information management. This equates to 192 minutes of reading a day.

COURSE REGISTRATION FORM

Please complete and return to confirm your attendance: E-mail:
priscille@execuread.com / Fax: 0866557670



<p>DELEGATE DETAILS <i>Please provide us with the following details</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">FIRST NAME</td><td style="background-color: #e0e0e0;"></td></tr> <tr><td>SURNAME</td><td style="background-color: #e0e0e0;"></td></tr> <tr><td>ID NUMBER</td><td style="background-color: #e0e0e0;"></td></tr> <tr><td>COMPANY</td><td style="background-color: #e0e0e0;"></td></tr> <tr><td>TEL/ CELL</td><td style="background-color: #e0e0e0;"></td></tr> <tr><td>FAX</td><td style="background-color: #e0e0e0;"></td></tr> <tr><td>E-MAIL</td><td style="background-color: #e0e0e0;"></td></tr> </table> <p>PUBLIC PRICING STRUCTURE</p> <p>Per Student</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">ExecuRead</td> <td style="width: 30%;">R 3 580-00/ person</td> </tr> </table> <p>For Office Use Only</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Invoice #</th> <th style="width: 25%;">Amount</th> <th style="width: 25%;">Paid</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	FIRST NAME		SURNAME		ID NUMBER		COMPANY		TEL/ CELL		FAX		E-MAIL		ExecuRead	R 3 580-00/ person	Invoice #	Amount	Paid				<p>PAYMENT OPTIONS Please indicate by marking the applicable greyed block with X</p> <p>Option 1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">BANK TRANSFER</td> <td style="width: 20%; background-color: #e0e0e0;"></td> </tr> <tr> <td colspan="2"> Account Name: PF TRAINING SOLUTIONS Bank: ABSA Account Number: 4061289841 Branch: Centurion Branch Code: 630445 </td> </tr> </table> <p>Option 2</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">CHEQUE / CASH</td> <td style="width: 20%; background-color: #e0e0e0;"></td> </tr> <tr> <td colspan="2"> Please make payable to PF TRAINING SOLUTIONS and present at Lesson 1 Registration </td> </tr> </table> <p>Should you require payment options, please just state the deposit and balance in amounts and dates payable.</p> <p>COURSE CHOICE Please indicate by completing the course date and venue</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">DATE</th> <th style="width: 25%;">Course</th> <th style="width: 25%;">Venue</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	BANK TRANSFER		Account Name: PF TRAINING SOLUTIONS Bank: ABSA Account Number: 4061289841 Branch: Centurion Branch Code: 630445		CHEQUE / CASH		Please make payable to PF TRAINING SOLUTIONS and present at Lesson 1 Registration		DATE	Course	Venue			
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TERMS & CONDITIONS

- Bookings are only confirmed upon the completion and return of the Course Registration Form.
- 5% Discount will be granted where there is more than one person registering for a course. (Public and or Private Courses only – Corporate discount subject to number of attendees)
- Dates are only confirmed upon the receipt of the Course Registration form and payment received.
- Delegates will have a 3-month period in which to defer to the next available course, thereafter R750 administrative fee will be levied.
- Where the company is responsible for the course payments please provide the relative information for invoice, note that the attending delegate will remain responsible for payment.

Please Complete:

By completing this Registration Form, I (name and surname) _____ confirm that I have read and understood, and agree to the Terms and Conditions of this registration. I understand that I remain liable for my full tuition, even if I don't complete the course.

This form deems as a legal contract between me and PF TRAINING SOLUTIONS.

Public Course Schedule 2016

All course dates and venues subject to course bookings: E-mail:
priscille@execuread.com



EXECUREAD: Public: 09h00-12h00		EXECUREAD: Saturdays: 09h00-13h30	
February	9 th – 11 th	February	Saturdays: 6 th , 13 th , 20 th
March	02 nd – 4 th	May	Saturdays: 14 th , 21 st , 28 th
April	6 th – 8 th	August	Saturdays: 6 th , 13 th , 20 th
May	10 th – 12 th	September	Saturdays: 3 rd , 10 th , 17 th
June	7 th – 9 th	October	Saturdays: 1 st , 8 th , 15 th
August	29 th – 31 st	November	Saturdays: 5 th , 12 th , 19 th
September	7 th – 9 th	EXECUREAD: CAPE TOWN 09h00-12h00	
October	11 th – 13 th	February	24 th – 26 th
November	1 st – 3 rd	May	25 th – 27 th
December	30 th Nov – 2 nd Dec	August	24 th – 26 th
		November	9 th -11 th
<p>COURSE INVESTMENT (Public Course Schedule)</p> <p>ExecuRead: R 3 580 per person (all inclusive)</p>		<p>Note: All the above courses as well as venues are subject to course bookings and will be determined by PF TRAINING with due notice.</p>	

TERMS & CONDITIONS

- Closing dates for registration are within 5 working days from course commencement date, invoices will only be issued upon course confirmation.
- Bookings are only confirmed upon the completion and return of the Course Registration Form.
- The course is sold as a whole and there will be no refunds.
- Once registration has been received, delegates will be liable for the full course fee.
- All tuition fees are due 2 days prior to course commencement, unless otherwise agreed to in writing or within 5 working days of date on invoice. A 10% penalty will be charged on overdue accounts.