

Course : Speed reading: efficient reading and reproduction

synthesize and present effectively

Practical course - 2d - 14h00 - Ref. LEC

Price : 1610 € E.T.

★★★★☆ 4,7 / 5

Clé en main

Formation éligible au financement Mobilités

Applied speed-reading techniques from specialized sectors for corporate use. Approach to types of documents and their discourse, note-taking methods, reading guidance based on simple structures, expectations, language and key words. Synthesis and immediate restitution.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Master professional speed-reading techniques
- ✓ Acquire a specific keyword note-taking technique
- ✓ Formulate expectations and extract the essentials
- ✓ Understand written discourse to anticipate usable information
- ✓ Bring out the essential elements of a reading for immediate feedback

Intended audience

Anyone looking to develop their skills in reading and processing written information.

Prerequisites

No special knowledge required.

Practical details

Hands-on work

Restitutions of readings, analyses, syntheses, note-taking. Strong interactivity between texts, participants and trainer.

Course schedule

PARTICIPANTS

Anyone looking to develop their skills in reading and processing written information.

PREREQUISITES

No special knowledge required.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

5 Read and reproduce a reading immediately

- Speak or write after 5 minutes, 1/4 H, 1H of reading.
- Use your notes as a basis for oral presentations.
- Write brief summaries.
- Be organized, brief, concise and convincing.

Hands-on work

Writing various reading notes. Oral training: vigor, firmness and speed.

Times

Courses take place from 09:00 to 12:30 and from 14:00 to 17:30.

Participants may arrive beginning at 08:45. Breaks and lunches are complimentary.

For four- and five-day hands-on courses, sessions end at 16:00 on the last day of the course, regardless of the teaching mode..

Dates and locations

REMOTE CLASS

2026 : 25 June, 25 June, 24 Sep., 14 Dec., 14 Dec.

PARIS LA DÉFENSE

2026 : 25 June, 24 Sep., 14 Dec.