

# Course : Speed-reading: read fast, understand and retain the essentials

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

Price : 1540 CHF E.T.

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This course will help you improve your reading skills, both in terms of speed and comprehension. The many exercises in this course will help you improve your reading speed.

## Teaching objectives

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

- ✓ Increase your reading speed
- ✓ Optimize your professional and personal reading
- ✓ Concrete time-savings
- ✓ Thinking faster
- ✓ Develop concentration, memory and analytical skills

## Intended audience

Anyone looking to enhance their information management skills.

## Prerequisites

No special knowledge required.

## Practical details

### Hands-on work

Theoretical input, training exercises, timed readings with comprehension and memory tests. Assessment and progress report.

### Teaching methods

Theoretical input, training exercises, timed readings with comprehension and memory tests. Evaluation and progress assessment.

## Course schedule

### PARTICIPANTS

Anyone looking to enhance their information management skills.

### 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.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.

- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.

- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## 1 Identify your obstacles and train yourself to overcome them

- Become aware of and assess your tendency to subvocalize, use the finger or regress.
- Eliminate "oralisation".
- Efficient use of the finger.
- Read without backtracking.

### Exercise

Assessment test: measure reading speed, comprehension and memorization skills.

## 2 Improve your visual agility

- Fastening points should be spaced further apart.
- Improve word identification and anticipation.
- Strengthen your reading skills through eye gymnastics: use the metronome, palming and shifting.

### Exercise

Training on fixation points, word identification and anticipation. Muscle relaxation training.

## 3 Be an active reader

- Use the overview method.
- Use speed-reading to promote comprehension of the text.
- Skim to retain the overall meaning of the message.
- Understand without reading everything, thanks to selective reading.
- Adopt horizontal, vertical and diagonal sweeping.
- Define a strategy based on your reading objective.

### Exercise

Training in reading and summarizing: press articles, complex documents, files.

## 4 Develop concentration and memory

- Identify the three types of memory: kinesthetic, auditory and visual.
- Identify the stages in the memorization process.
- Increase your ability to memorize information.

### Exercise

Concentration training (visualization techniques) and memorization (association techniques, images, meanings...).

## 5 Practice increasing your reading speed

- Draw up a training plan for speed reading, prioritizing comprehension of the text.
- Focus your training plan on identifying essential ideas.
- Set up reading exercises focused on developing your ability to summarize.

### Exercise

Assessment: test of speed, comprehension and memory of a text.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## Dates and locations

**REMOTE CLASS**

2026 : 30 Mar., 18 June, 17 Sep., 7 Dec.