

# **MEMORY TRAINING, SPEED READING AND MIND MAPPING COURSE**

## **Objectives**

At the end of the programme, participants will be able to:

- acquire knowledge in retaining memory power;
- acquire speed reading skills;
- acquire mind mapping techniques; and
- Integrate memory training, speed reading and mind mapping

## **Contents**

### **Memory Training**

- Our Brains
  - The Structure
  - How it works
  - Suitable Foods
- Memory Principle And Rhythms
- Principles of Effective Learning
- Introduction To Effective Acquisition of Knowledge

### **Speed Reading**

- Speed Reading Techniques
- Factors Affecting Reading Speeds

### **Mind Mapping**

- What is Mind Mapping?
- Mind Mapping Techniques
- Understanding And Overcoming Obstacles
- Integrating Memory Power, Mind Mapping and Speed Reading

### **Methodologies**

- Lecture
- Discussion
- Exercises

### **Duration**

- 3 days

### **Target group**

- Officers from Grade 41 and above in INSPEN