

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 the Valuation and Property Services Department.