



Brain training - two day course

The need to process increasing amounts of information and the speed at which knowledge becomes obsolete make speed-learning techniques essential.

We all face an increasing number of daily activities and the need to process greater amounts of information. Knowledge, too, becomes obsolete more rapidly than ever before. Managing the situation requires the mastering of certain techniques that will enable us to learn faster and process information more effectively.

Aim

You will gain general insight into the workings of the brain while at the same time learning techniques to:

- better use your brain capacity;
- learn faster; and
- process information more effectively.

Target group

Managers and others who have to process a lot of information and acquire a great deal of new knowledge rapidly.

Length

Two days (9.30 – approx. 16.45)



Content

This training course provides participants with practical tools to bring the learning organization into practice at a personal level. A broad range of techniques will be discussed and practised.

In addition to providing insight into the workings of the brain and practical tips to better use it in an office environment, this course will cover the following subjects.

- **Mind mapping**

This technique focuses on activating all parts of the brain, enabling you to learn and memorize better. It helps you structure complex information, organize your thoughts, prepare projects, assignments and presentations and increase your creativity.

- **Study and information-processing techniques**

How can you learn faster with better results in a more relaxed manner? How can you improve your concentration and motivation? What can you change in your work environment to be more effective?

- **Memory**

How does your brain work and how can you improve it? How can you apply memory techniques when memorizing subject matter?

- **Speed reading**

What techniques does the speed-reading world champion use? What can you do to double, triple or even quadruple your reading speed while at the same time gaining a better grasp of content?

In short: how can you achieve more with less energy and less tension?



Programme

Day 1

Start: 9.30

The brain

- Introduction
- Recent research
- Brains and learning

Mind mapping

- Traditional note taking
- Mind mapping
- Technique
- Applications
- Advantages

The memory

- Memory types
- Short-term memory
- Long-term memory
- Memorizing information
- Memory tips

Memorizing techniques

- Names
- Numbers
- Presentations etc.

Motivation

- Importance
- Techniques

Finish: approx. 16.45



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Day 2: Follow up

Start: 9.30

Information processing

- Basic functions
- Brainwaves
- Concentration
- Practical tips
- Environment
- Increasing your brain's yield

Speed reading

- Reading
- Reading problems
- Reading techniques
- Advanced reading techniques
- How to double your reading speed

Finish: approx. 16.45

The most important thing members of the business community can do is to learn how to learn.
(John Naisbitt)