

Accelerated Learning and Mind Mapping

course description

With the growing need to keep up to date with developments in your professional field and in technology, your ability to learn easily, effectively and quickly is becoming more and more important. Included in this core skill is also your ability to concentrate and put your attention where it needs to be. There are so many distractions in the workplace today; that some organisations are now saying concentration is the most important business skill of all.

This inspirational, thought-provoking and practical course will give you the skills necessary to improve your management of “information overload”; improve your memory/recall. It will improve your concentration, your speed reading and make learning any new skill/knowledge a lot easier and more effective. The amount of time that you will save knowing how to make better use of your mind and learning more effectively will produce quantifiable results that will astound you.

learning objectives

By the end of this course, delegates will

- know how to use more of their mind's potential to improve professional and personal effectiveness
- have trained their brain to improve their memory/recall and creativity
- know how to speed read effectively
- have learned ways to improve concentration and attention
- be able to use mind mapping to better manage and learn the information around any task or project
- have a strategy for accelerated learning which will greatly improve speed and effectiveness at learning

target audience

This course is very good for professional people who find they are constantly playing “catch up” on learning new knowledge or acquiring skills for professional and personal development. It is also for anyone who wants to learn how to use their mind more effectively and efficiently than at present.

duration

1 day for up to 12 participants.



Registration Form

Accelerated Learning and Mind Mapping Luxembourg, 22 March 2010

Form to be completed by training department / line manager:

Name: _____ First Name: _____

Company: _____

Position: _____

Telephone: _____ Fax: _____

Email: _____

Register the following person for the training course:

Name / first name / position

Mrs/Miss/Mr _____

Mrs/Miss/Mr _____

Mrs/Miss/Mr _____

Mrs/Miss/Mr _____

Billing Address: _____

I have read and accept the terms and conditions.

Signature: _____ Date: _____

Please return this form by fax to : +352 – 22 55 99 99 or +352 22 06 39



Terms & Conditions:

Fees

The rate for the training course is 400 Euro per person per day. The fee includes all supporting material, lunch and refreshments.

Payment

The course fee must be paid in full on receipt of invoice. An invoice will be dispatched after completion of training.

Cancellation Policy

Courses that have been booked may be cancelled up to 10 business days before the scheduled date. If the course is cancelled after that time, it will be subject to a cancellation fee of 50% of the fees due up to 5 business days before the scheduled date and 100% after that time.

fast training reserves the right to delay or cancel training course at any time without liability. In these circumstances, participants will be offered an alternative date.

Contacts:

For further information, please contact the fast training team:

Telephone: +352 22 55 99 – 50

Fax: +352 22 55 99 – 99

Email: info@fast.lu



Registration Form

Transitioning from team member to team leader Luxembourg, 15 March 2010

Form to be completed by training department / line manager:

Name: _____ First Name: _____

Company: _____

Position: _____

Telephone: _____ Fax: _____

Email: _____

Register the following person for the training course:

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Mrs/Miss/Mr _____

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Billing Address: _____

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