



أكاديمية الزمالة  
العربية البريطانية



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Arab British Academy Fellowship  
A.B.A.F





# Modern secretary

## Objectives

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- Quick reading to save time and effort management.
- Reduced minutes of meetings and management speeches.
- Activate memory for easy and fast retrieval of information to the benefit of desktop work.

## Who Should Attend?

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- Team leaders and supervisors
- Directors and Heads of Departments
- Executives
- Employees of the administrative sector
- Secretary and office supervisors
- Team leaders and professionals

## Seminar Outline

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### DAY 1

- What is the calculation of speed reading?
- How to become a fast reader without a competitor?
- What is the biggest error in reading slow?
- How do you see words colorful and beautiful symbols?

### DAY 2

- getting ready.
- Skimming
- Pictorial reading.
- Eye Movement:
- Mental map.
- Use of all senses:



### DAY 3

- Quick reading exercises
- Measuring reading speed
- Reading speed equation
- Quick browsing.
- Concentration of mental energy.
- Capture key ideas.
- Rapid absorption

### DAY 4

- Select tasks.
- Information search strategy.
- Location and availability.
- information collection.
- Use information.
- Evaluation.

### DAY 5

- Definitions and types of memory.
- Causes of poor memory.
- Memory activation methods.
- Memory and call development



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