

Leadership & Management, Personal Development

Managing Information Overload: A Survival Strategy for Busy Managers

Course Details

Price

£235.00

CPD Points

3.50

Length

Half day (09:00-12:30)

Course Overview

This course will look at the good practice in reading, understanding and retaining important information drawn from various sources of documentation and data (e.g. business plans, reports, forms).

Content

On this course we will consider a three-pronged approach to managing information which includes an understanding of learning/processing styles; how certain time management strategies will help and which accelerated learning techniques will help to assimilate and clarify what are the key points in making sense of complex information.

We will look at good practice in reading for meaning as well as an introduction to speed reading, its benefits and limitations.

Audit of current practice and strategies for reading for information

Flexible learning that works for you

E: admin@gta.gg | T: 224570 | W: gta.gg

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- What are the challenges and what is working for you?

Understanding your learning style

- Advantages and disadvantages of each learning style

Reading for Information and Meaning: Preparations

- Range of documentation required
- Prioritisation Strategy (using Pareto principle)
- 'Chunking' information
- Identifying the Questions that need answers from the documentation
- Efficient reading and concentration; managing distractions
- Energy levels

Speed Reading Techniques

- An introduction to the basic skills
- Identify your current reading speed
- When to use it/when it has limitations

Efficient and Effective Close Reading techniques

- Strategies for close 'slow' reading, when required
- Good practice in reading digital information
- Retaining important information, mind-mapping and effective note taking

Action Plan for Success

- Plenary session to identify individual Action Points

Benefits

This course will help delegates manage paperwork and complex documentation in an effective and efficient manner. For staff who are required to read through, digest and analyse significant amounts of documents and data, an ability to read for meaning and to have a reading and prioritisation strategy that best fits with everyone is an essential skill.

You will:

- Consider what is working well and not so well in your current reading practices
- Have an increased understanding of your own reading/ 'processing' styles
- Have a wider range of strategies to deal with substantial amounts of information in a time efficient manner
- Learn the key principles of speed reading and understand the importance of practice in developing this skill
- Learn additional strategies for close 'slow' reading, when required
- Learn what is an effective way to clarify and recall information
- Be more confident in managing your workload

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via admin@gta.gg or call us on 01481 224570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Peter Le Cheminant

Peter Le Cheminant is Guernsey born. He attended university in Winchester and developed his career as an English teacher over a 17 year period in the UK. Peter then returned to Guernsey in 1990 to take up a senior post at Les Beaucamps High School. Peter became headteacher of the school in 1992 and steered the organisation through many changes as well as playing a major role in the Project Team that was responsible for building an award winning new campus. After many years in a high profile leadership position Peter left his post in August 2014 and since then has taken up a second career working as a learning and development consultant mainly in the local

finance sector. Peter also has a professional qualification in Executive Coaching from the University of the West of England and he is able to provide additional coaching for individuals if requested.