

Information Release Sheet

Taking in information effectively

Background:

Have you ever read something but not taken it in?

Have you ever had to make a decision without sufficient research?

Do you find that you can remember things but not at the appropriate time?

Everyone recognizes that they are increasingly being bombarded with information and that they need skills to be able to deal with these situations.

There are two courses that deal with *Managing information overload* in the Can I...? Series. This course deals with taking the information in while *Getting your message across* is all about communicating information to others.

Key points:

- is appropriate for everyone
- provides the skills to filter, remember, and record information
- encompasses note taking, speed-reading, and memorizing skills
- provides the opportunity for the learner to evaluate and develop their own skills
- provides follow-up exercises to reinforce the skills developed
- offers the opportunity to dramatically improve performance in a number of critical areas such as reading speed and comprehension
- illustrates the importance of applying a combination of both left and right modes of thinking to any situation
- is designed so that certain modules, such as Note taking and Reading and comprehension, can be studied independently

- offers an extensive variety of stimulating interactions

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Modules and Topics:

- 1. The information age**
 - The world today
 - Reticular Activating System (RAS)
 - Right mode / left mode training
 - Right mode / left mode attributes
- 2. Note taking**
 - To take or not to take notes
 - How to make it different
 - Stepping outside your comfort zone
- 3. Memory**
 - Memory - an active process
 - Making it memorable
- 4. Reading and comprehension**
 - Discovering your reading speed
 - How we read
 - Reading strategies
 - Hyperstimulation
 - Comprehension
- 5. Chunking**
 - Chunking
 - Chunk size matters
- 6. Conclusion**
 - A case study
 - Have you improved?

Competency Statements

- Listing the reasons people have trouble coping with present levels of information
- Controlling where you place your attention
- Outlining a number of attributes which, if developed, could improve learning potential
- Explaining the importance of note taking for improving understanding of information
- Taking interesting, concise, and memorable notes
- Identifying the key factors for making something memorable
- Explaining how natural phenomena enable the doubling or tripling of reading speed
- Recognizing the importance of chunking when performing a task