

REGISTRATION FORM [Fax: 03 – 7957 7678]

Chairman,
LIBRARY SUB COMMITTEE
c/o The Institution of Engineers, Malaysia
Bangunan Ingenieur, Lots 60/62, Jalan 52/4, 46720 Petaling Jaya

Name :

M'ship No. : Tel : (HP)/ (Off)

Fax : E-mail :

Organisation/Co. :

Mailing Address :

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Enclosed herewith a crossed cheque/bank draft/money order no.: _____ for the sum of RM _____ issued in favour of **'The Institution of Engineers, Malaysia'** and crossed **'A/C Payee Only'**. I/We understand that the fee is not refundable if I/we withdraw after my/our registration is/are accepted by the Organising Committee but substitution of participants will be allowed. If I/we fail to attend the course, the fee paid would not be refunded.

Date :

Signature :

Terms & Conditions:

- For ONLINE REGISTRATIONS, only ONLINE PAYMENT is applicable [via RHB and Maybank2u –Personal Saving & Personal Current ; Credit Card - Visa/Master]
- Payment via CASH / CHEQUE / BANK-IN TRANSMISSION / BANK DRAFT / MONEY ORDER / POSTAL ORDER / LO / WALK -IN will be considered as NORMAL REGISTRATION.
- For online registrations, please note that **payment MUST be made “ONLINE” before the closing date**. If payment is not received and verified within the stipulated time, the registration fee will be reverted to the normal registration fee.
- **FULL PAYMENT** must be settled before commencement of the seminar, otherwise participants will not be allowed to enter the hall. If a place is reserved and the intended participants fail to attend the course, the fee is to be settled in full. If the participant made payment and failed to attend the course, the fee paid is non refundable. Registration fee includes lecture notes, refreshment and lunches.
- The Organizing Committee reserves the right to cancel, alter, or change the program due to unforeseen circumstances. Every effort will be made to inform the registered participants of any changes. In view of the limited places available, intending participants are advised to send their registrations as early as possible so as to avoid disappointment.

1-DAY SEMINAR ON SPEED READING AND MIND MAPPING

**19 MARCH 2014
(WEDNESDAY)
9.00 A.M. – 5.00 P.M.**

VENUE

**C&S LECTURE ROOM
2ND FLOOR, WISMA IEM
NO. 21, JALAN SELANGOR
46200 PETALING JAYA, SELANGOR**

ORGANISED BY

Library Sub Committee

The Institution of Engineers, Malaysia

Telephone: 03-7968 4012 Fax: 03-7957 7678

Homepage: <http://www.myiem.org.my> (under activities & events)

E-mail: jamaliah@iem.org.my

REGISTRATION FEE (RM)		
GRADE	ONLINE (RM)	NORMAL (RM)
IEM MEMBER / G&S	230.00	250.00
NON MEMBER	300.00	350.00



**BEM Approved
CPD/PDP : 6hrs
IEM14/HQ/013/W**

SYNOPSIS

Want to save two hours a day? You could by doubling your reading speed, and still not miss a thing.

Do you often lose concentration and forget what you have read? If so, you could learn how to focus better and remember more.

There has never been so much information at our fingertips as there is now. Yet are you trained to use it?

You are still probably reading based on what you were taught as a child. To make matters worse, you have probably developed bad habits which make your reading skills possibly the least efficient of all your personal skills – yet at which you spend the most time! But you could improve dramatically.

Most people are likely to see an improvement of going from reading approximately 230 words per minute, to reading 500-700 words per minute by the end of the course

COURSE OUTLINE

IMPROVING THE MECHANICS OF READING

Objective and initial test :

- Course and individual objectives
- Test to measure delegates “current reading performance”

Current reading problem and how to overcome them:

- Current reading habits ; how and why they cause problems
- Controlling regressions (re-reading words, sentences and paragraphs)
- “Chunking” – reading in groups of words
- Controlling sub-vocalisation – the internal voice

Improving concentration, comprehension, retention

How to improve concentration :

- Causes of poor concentration – “just what was all that about?”
- Practical ways to concentrate better for longer
- Reading on –screen/off-screen – how concentration can be affected

How to improve comprehension :

- Effective previewing and skimming techniques
- Peripheral reading
- Key purposes for reading, and how they should affect the pace of reading
- Varying the pace to get the comprehension you require

How to improve retention; noting:

- Memory improvement exercises; using ‘IDAM’ formula to remember more
Mind Mapping – for note taking what you read
- Refresh your thinking- the single page format allows you to revisit a subject, refresh it and where required review that subject quickly and easily.
- Enhance creativity - promote free thinking and become more creative.
- Improves memory - the structure of a Mind Map makes it easier for you to remember more.
- Save time - Mind Maps can be adapted to almost any task and will improve efficiency and help you to become more effective.

Final assessments:

- Final assessments, comprehension tests and eye control tests
- Practice required for long-term reinforcement

- Follow-up exercises.

Reading performance is measured throughout so as to ensure maximum comprehension at most efficient reading speeds.

“Thank you for sharing & imparting your valuable insights on speed reading.”

Gayathiri Woon, Deputy Director, SKMM Academy, Cyberjaya

“Should be attended by all SKMM staff. Good session.” **Nor Khaireen Khairudin, Asst. Director, HR Dept, SKMM, Cyberjaya**

HOW WILL YOU BENEFIT:

Who is this course for?

The course is for anybody who has a lot of reading to do, in any profession or type of job, or whose leisure reading often takes them too long. If you are student with a huge workload, if you do research and have to read densely written documents, if you have to keep yourself up-to-date in a fast moving industry, this course is for you.

If you have to read tedious minutes of meetings, if you are in local government, the civil service, this course will help you. If you need to influence others, the more briefed and knowledgeable you are, the more likely you are to achieve that influence.

Success Edge works with people from all sectors including the public sector, voluntary sector, corporate sector and private sector. **Learning outcomes**

- Permanently double, perhaps even treble your reading speed
- Improve your retention of what is read
- Save up to 2 hours per day while becoming more informed
- Push your brain to pick up information faster and thus work more effectively

TRAINER’S BIODATA

S. JEYARAMAN M.Ed, Tony Buzan Licensed Trainer



A true enthusiast of memory systems and thinking, Jeya has spent the last fourteen years travelling around 7 countries entertaining and training to help individuals, teams and organisations learn how to think better, smarter and more creatively in order that can achieve their full potential.

He has trained more than 41, 000 people ranging from students to top management on memory skills, mind mapping, creative thinking, speed reading, communication skills and sales.

Among the organizations he has trained are Malaysia Airlines, Honda Malaysia, Philips, Universiti Malaya, FMM, Malaysia Employers’ Federation, Prudential, ASKAP Gold (Cambodia), ICC (Sri Lanka) and Oracle India.

He is known for his easy-going and humorous presentations which will not be educational but also refreshingly entertaining.

Jeya is Vice President of the Malaysian Association of Professional Speakers and member of the Global Speakers Federation. He is a trainer for the Train the Trainer for Pembangunan Sumber Manusia Berhad (PSMB) and holds a Masters in Education specializing in Training and Development. He is also a Tony Buzan Licensed Instructor (UK) for Mind Mapping