



Speed Reading for Better Comprehension

Interactive training workshop for executives, managers, researchers and academics
27 September 2011
SDPI, Islamabad

Register before 12th September 2011

Rs.6,000 pp investment
20% discount available

Asad Raza or Asif Mehmood
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TRAINER PROFILE

Mohammad Yasin has worked with prestigious organizations in the public and private sector. He is a chartered Engineer in Electronics and is a member of various engineering institutions in Pakistan and abroad. He holds a masters' degree in political science. He received his advanced education/training from UK, USA and Canada. He served on the faculty of Military College of Signals and later worked with the National Institute of Electronics. He is also B.SC (Honors) in War Studies. He has worked in the Prime Minister's Committee for Research and Analysis where he coordinated a number of research projects on district administration, police systems, dispensation of justice, information technology, and education. He has been with the Sustainable Development Institute (SDPI) for over 17 years. He established SDPI's Centre for Capacity Building. While in SDPI he received training in Strategic Planning and Management at York University, Canada. At present he is working as Senior Advisor SDPI for Capacity Building. He has written numerous research papers and edited two books on District Administration and Police Systems and Dispensation of Justice in Pakistan. Muhammad Yasin has years of teaching and training experience. He has designed and conducted a large number of courses/workshops on management and specialized areas. His areas of specialization are, leadership, time management, negotiation skills, communication and presentation skills, human resource management, project management, proposal writing, managerial and administrative skills and Change Management.

CONTENTS

- What is effective reading?
- Main reading faults and how they affect reading
- Factors affecting concentration and how to deal with them
- Five-step reading system to enhance effectiveness
- Eye movement control for speed reading
- Important aids to speed reading

REGISTRATION & DISCOUNTS

Rs. 6,000/- per person payable through crossed cheques/bank-drafts/pay orders in favor of Sustainable Development Policy Institute. SDPI is exempted from income tax. This fee will cover the cost of training material, stationery, lunches, teas, group photographs and certificates. 20% discount for women, SDPI members, HRDN members on each nomination, students registering through their institutions and groups of two or more. One free seat is available to a nominee of the Press Club. 20% discount will be given on additional nominations. 15% discount is available for participants who have previously attended SDPI's workshop since 2009. SDPI reserves the right to make amendments to contents and offerings without prior notice.

LEARNING OBJECTIVES

- To recapitulate advantages of effective reading
- To understand common reading faults and how to overcome them
- To learn five-step reading system
- To understand eye movement while reading and how to reduce eye fixations and pauses for improved reading efficiency
- To learn the use of skimming, scanning and paraphrasing for effective reading
- To understand memory functions and how to enhance memory acquisition, retention and recall

ABOUT THE CENTRE FOR CAPACITY BUILDING, SUSTAINABLE DEVELOPMENT POLICY INSTITUTE [SDPI]

We have been training managers and leaders since 1998! Beneficiaries of our trainings include Alcatel, PepsiCo International, Mobilink, Ufone, Glaxo SmithKline, Pakistan Tobacco Company, ICI Pakistan, AF Ferguson Company, Pakistan Cement, WWF-Pakistan, NESPAK, UNICEF, UNDP, CARE International, PTCL, Nestle and many more!

REGISTRATION FORM

Training Workshop on Speed Reading for Better Comprehension

27 September 2011 | SDPI, Islamabad | Rs.6, 000 pp

Name		Designation	
Education		Work Experience [Yrs.]	
Organization		Sector/Industry	
Cell Phone		Email Address	
Office Phone		Fax	

Mailing Address	
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Current Job Description	
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Expectations From This Workshop	1	
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Payment Details [Payable to the Sustainable Development Policy Institute]	Mode of Payment	Number	Date	Amount
	Crossed Cheque			
	Bank Draft			
	Pay Order			

Signature	
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Date	
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Withdrawal Refund Policy	10 or more days before workshop	100%	Three days before workshop	50%
	Nine to four days before workshop	75%	Two or less days before workshop	0%

Send Payments & This Form To	38-Main Embassy Road, G-6/3, Islamabad, Pakistan Tel: +92 [0] 51-2278134, +92 [0] 3005795322, Fax: +92 [0] 51-2278135 www.sdpi.org/ccb ccb@sdpi.org
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Deadline To Register – 12 Sep 2011