Mind Mapping, Speed Reading and Memory Skills Course

12 – 23 April 2027
Cape Town (South Africa)

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Mind Mapping, Speed Reading and Memory Skills Course

Ref: 8075_1059247 **Date:** 12 – 23 April 2027 **Location:** Cape Town (South Africa) **Fees:** 9500 Euro

Mind Mapping, Speed Reading and Memory Skills Course is a 2-week course for managers, specialists and team members who handle heavy document loads, frequent meetings and constant new information. You learn radiant note-making, faster reading with full comprehension, recall systems and idea generation, and apply them to real work tasks, and you take back a Personal Thinking Toolkit. Mercury Training Center delivers this mind mapping, speed reading and memory course.

About This Course

Many professionals spend hours on emails, reports and meetings yet keep little of what they read or hear, so decisions are slow and ideas get lost. To follow the course you should already handle written material and meetings as part of your job. You practice on your own documents, notes and current tasks.

Who It Is For

- Managers who absorb reports, emails and briefings before deciding.
- Specialists who research, analyze and summarize technical or policy material.
- Team leaders who run meetings and turn discussion into actions.
- HR and learning staff who design and deliver internal training.
- Staff who present ideas and need to remember facts, names and figures.

This course is not for senior leaders seeking strategy and organizational decision-making, who are better served by a strategic leadership course, nor for readers who mainly need help with dyslexia or language learning, who suit a specialist literacy course.

Competencies You Will Build

- Visual Note-Making: you capture meetings, calls and reading as radiant maps with key words and branches.
- Purposeful Reading: you preview, skim and scan before reading in depth, and adjust pace to the purpose.
- Recall Systems: you use peg, journey and link methods to hold numbers, names and lists.
- Idea Generation: you run structured creative sessions and turn ideas into options.
- Priority Control: you handle the in-tray and time stealers with a clear daily and weekly routine.
- Clear Communication: you plan outcomes, speak without notes and contribute well in meetings.

What You Will Be Able to Do

By the end of the course you will be able to:

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- From a baseline test, measure your words per minute and comprehension and set a target for practice.
- Given a long report, extract its key points in a fraction of your usual reading time.
- Using a radiant map, plan a project, a presentation or a set of minutes on one page.
- From a list of figures or names, store and recall them with a peg or journey system.
- Given a work problem, run a creative session with lateral and parallel thinking tools and choose a solution.
- Using outcome planning, prepare a meeting or speech and deliver it with minimal notes.

Course Content

Day 1: How We Read and Recall

- Baseline Test of Pace and Comprehension
- Eye Movements, Fixations and Regression on the Page
- How Attention and Recall Work on the Page
- Common Myths About Faster Pace
- Setting Up a Quiet Desk Environment at Work

Day 2: Radiant Notes

- Linear Versus Radiant Note-Making Compared
- Building a Map: Central Image, Key Words and Branches
- Maps for Meeting Notes and Phone Calls
- Listening for Key Points While Taking Notes
- Paper Maps Versus Mapping Software Such as MindManager

Day 3: Faster Reading Methods

- Preview, Skim and Scan Before Detailed Reading
- Pacing Techniques With a Guide
- Emails, Reports and Web Pages Handled by Purpose
- A Book in a Hurry: Structure-First Method
- Extracting Key Points From an Article Into a Map

Day 4: Recall Systems

- Link and Story Methods for Lists
- Peg Systems for Numbers and Sequences
- Journey Method for Presentations and Speeches
- Remembering Names and Faces at Work
- Spaced Review and the Forgetting Curve

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Day 5: Combining Tools on Real Material

- Mapping a Technical Document as You Go
- Reviewing Maps to Keep What You Took In
- Team Mapping on a Shared Problem
- Presenting a Team Map to the Group
- Toolkit for Handling Information Overload

Day 6: Priorities and the In-Tray

- Four Steps to Managing Time and Priorities
- Getting the In-Tray and Inbox Under Control
- Identifying and Removing Time Stealers
- Outcome Planning With the ORCA Approach
- Handling Pressure and Deadlines

Day 7: Creative Thinking

- What Creativity Is and How It Can Be Learned
- Lateral Thinking and Perception Tools for Problem-Solving
- Six Thinking Hats for Parallel Thinking in Meetings
- Breaking Silo Thinking With Other Viewpoints
- Balancing Information and Ideas to Reach Decisions

Day 8: Working in Groups and Organizations

- How Organizations Work Across Departments
- Budgets and Basic Financial Numbers
- Group Mapping Project on a Workplace Dilemma
- Preparing for and Contributing to Meetings
- Communication Barriers and How to Remove Them

Day 9: Speaking and Influence

- Memorizing a Speech With Recall Systems
- Assertiveness, Attentive Listening and Cutting Waffle
- Body Language and Non-Verbal Signals
- Perceptual Positions and Emotional Intelligence in Conversations
- NLP Rapport Techniques With Stakeholders

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Day 10: Practice Building the Personal Thinking Toolkit

- Exercise: Speed Reading Retest and Progress Review
- Exercise: Mapping a Live Work Project
- Exercise: Recall Challenge With Figures and Names
- Exercise: Final Presentation With Peer Feedback
- Completing the Personal Thinking Toolkit for Your Role

Case Studies and Exercises

These are suggested activities.

- Case study: a bank's compliance officer must review a long policy update before a board meeting; you plan the reading and produce a one-page map.
- Case study: a hospital team keeps losing actions from weekly meetings; you design a mapped minutes format and an owner list.
- Exercise: an engineering firm's bid team needs fresh ideas for a proposal; you run a Six Thinking Hats session and pick options.
- Exercise: a sales manager must present quarterly figures without slides; you memorize the key numbers with a peg system.

What You Take Back

The Personal Thinking Toolkit is the set of methods and templates you complete for your own role during the course. In your first month back, you use it to map your next project, apply the reading routine to your inbox and practice the recall system before a presentation.

- Your reading baseline, target and practice routine.
- Map templates for meetings, projects and reading.
- Recall systems for numbers, names and speeches.
- A weekly priority routine and creative session guide.

Quick Answers FAQ

What should I know before mind mapping and speed reading training?

You need no special background. You should read reports and emails at work and be ready to practice on your own material, since most exercises use the documents and tasks you bring.

How does mind mapping and speed reading training differ from a strategic leadership course?

It concentrates on how you personally take in, organize and recall information and ideas. Strategic leadership courses focus on organizational direction, strategic decisions and leading people.

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Can speed reading keep comprehension high?

Yes, when pace matches purpose. Previewing structure, cutting regression and skimming known material raise speed, while key sections are still read in depth and checked with notes or a map.

What do I take back from the Mind Mapping, Speed Reading and Memory Skills Course?

You take back the Personal Thinking Toolkit: a reading baseline and routine, map templates, recall systems and a weekly priority routine with a creative session guide.

For Your Manager

After the course, the team member can read work documents faster with good comprehension, capture meetings and projects on one-page maps, recall key facts and figures and generate ideas in structured sessions. They return with a Personal Thinking Toolkit, first used on their next project plan, meeting minutes and presentation.

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