MERCURY

Handling Information Overload in the Workplace Conference

20 – 24 September 2027
Kigali (Rwanda)



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Ref: 8148_1059896 **Date:** 20 – 24 September 2027 **Location:** Kigali (Rwanda) **Fees:** 5300 Euro

Introduction

This program for handling information overload in the workplace is designed to assist individuals at all professional levels in enhancing their reading speed and effectiveness for work and study. This conference on handling information overload in the workplace will delve into the secrets of super memory systems and illustrate how mind mapping is invaluable for improving note-taking, strategic planning, and advanced communication skills.

Overcoming Information Overload in the Workplace

A deluge of data and information often characterizes the modern workplace. This conference on handling information overload in the workplace focuses on information overload strategies tailored to enable participants to manage the continuous flow of information.

We will explore solutions to information overload by addressing key topics related to the essence of information overload in communication and how it can affect business productivity, techniques to avoid, reduce, and manage information overload effectively, and strategies for handling and managing information that enhance not only the individual's capacity for work but also contribute positively to the broader business matrix.

Participants in the information overload in the workplace conference will emerge from this conference equipped with valuable information overload solutions that can be implemented to foster a more controlled and efficient work environment.

Targeted Groups

This information overload in the workplace conference welcomes participants from all departments and managerial levels. It provides them with the tools and strategies necessary to thrive in a fast-paced, information-rich work environment.

Conference Objectives

By the end of this information overload in the workplace conference, participants will:

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- Read faster and better combine speed reading with techniques for better comprehension.
- Learn how to use mind mapping for planning, note-making, clearer thinking, and better communication.
- Learn the secrets of memory systems - and how to use them to remember facts, procedures, names, and other information.
- Use mind maps to help you remember what you read.
- Develop confident, effective approaches to handling information overload at work.
- Learn the principles behind memory systems.
- Develop your ability to memorize and recall information.
- Develop note-making skills and learn how to read and use mind maps.
- Use mind mapping to help them remember what they read.
- Improve self-belief, self-confidence, and the inability to handle information overload.
- Be more confident when planning and problem-solving.

Targeted Competencies

Participants in this information overload in the workplace conference will enhance competencies in:

- NLP & Emotional Intelligence.
- Understand advanced brain skills.
- Strategic reading methodologies.
- Proficiency in mind mapping.
- Effective problem-solving techniques.
- Efficient time management.

Conference Content:

Unit 1: Brain Skills, Fast Reading and Mind Mapping

- Think about reading - and challenging your existing assumptions.
- Check current reading speed and understanding of the reading process.
- How the brain works and its relevance for reading more effectively and remembering more.
- Learn the mechanics of how the eye works in tandem with the brain.
- Breaking delusions: challenging beliefs and assumptions about reading.
- Reading environment.
- How to be a 'successful' reader?
- Different approaches to note-making.
- How to mind-map?

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Unit 2: Reading Strategies and Memory Systems

- Reading strategies: the theory.
- Successful reading: increasing reading speed and effectiveness.
- Reading practice.
- Think about remembering.
- Memory systems introduced Memory magic?
- Remember numbers.
- Use mind mapping to help you remember what you have read.

Unit 3: Reading at Work, Memory Rhythms, and Thinking in Groups

- More memory magic.
- Understand different approaches for reading documents, textbooks, emails, and the web.
- Get control how to read a book in a hurry.
- How we remember - and how we forget and what to do about it!.
- Use mind mapping and reading strategies together.
- Think and work in groups.
- Project: mind mapping in teams.

Unit 4: Time Management and Outcome Planning For Better Results

- Team mind mapping presentations.
- Outcome planning for better results.
- Know better time management as a tool for handling information overload.
- Reading: understanding an article and extracting key points.
- Mind mapping software e.g., Mind Manager, iMindMap, NovaMind.
- Mind mapping: when to use the software, when to use paper.
- Develop listening skills as part of the note-making process.
- Revision in context.

Unit 5: Problem-Solving, Meetings, and Planning for Success

- Putting it All Together: Your Toolkit for Handling Information Overload.
- Read and remember.
- Communicate in working life.
- Prepare for and participate in meetings.
- Reflect on what you have learned and how to apply it in the real world.
- Plan for success and plan to practice.