MERCURY

Handling Information Overload in the Workplace

7 – 11 December 2026
Washington DC (USA)



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Handling Information Overload in the Workplace

Ref: 15192_1062251 **Date:** 7 – 11 December 2026 **Location:** Washington DC (USA) **Fees:** 8300 Euro

Introduction:

This handling information overload program is designed to aid individuals across all levels in enhancing the speed and effectiveness of their reading for work and educational purposes. It also delves into the secrets of supermemory systems. It introduces how mind mapping can significantly improve note-making, planning, and communication skills. Participants will become equipped to manage information overload in the workplace effectively.

Understanding Information Overload:

Before discussing how to handle information overload, it's crucial to define it. Information overload occurs when one is exposed to too much information, making it difficult to decide or focus on tasks. The handling information overload course addresses the effect of information overload on brain function and decision-making, providing practical solutions to reduce its impact.

Targeted Groups:

This handling information overload course welcomes individuals from various departments and managerial levels who seek to thrive in information-rich environments. The lessons are universal and applicable across many scenarios where information overload at work can be overwhelming.

Course Objectives:

Upon completing this handling information overload course, participants will acquire the ability to:

- Combine speed reading with techniques to enhance comprehension and minimize the effects of information overload.
- Utilize mind mapping for effective planning and communication, reducing information overload.
- Discover and leverage powerful memory systems to recall information with ease.
- Implement mind maps to bolster retention of reading materials.
- Develop confident strategies to handle information overload and improve decision-making.
- Master the art of memorization and the science behind impactful memory systems.
- Improve self-belief and demonstrate a strengthened ability to manage information overload effectively.

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Targeted Competencies:

Upon completing this handling information overload course, participants competencies will acquire the ability to:

- NLP and Emotional Intelligence.
- Cognitive brain skills, including handling information overload.
- Advanced reading strategies tailored to combat information overload.
- Mind mapping techniques for clarity in thinking and problem-solving.
- Effective problem-solving with a focus on solutions to information overload.
- Time management skills are an essential approach to reducing information overload.

Course 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 does the brain work, and what is its relevance for reading more effectively and remembering more?
- The mechanics of how the eye works in tandem with the brain.
- Break delusions: challenging beliefs and assumptions about reading.
- Read the environment.
- How to be a 'successful' reader?
- Different approaches to note-making.
- How to read mind maps?

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Unit 2: Reading Strategies and Memory Systems:

- Read strategies: the theory.
- Successful reading: increasing reading speed and effectiveness.
- Read 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 Collaborative Thinking:

- More memory magic.
- Explore different approaches for reading documents, textbooks, emails, and the web.
- Getting control how to read a book in a hurry.
- How do we remember and 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.
- Better time management as a tool for handling information overload.
- Reading: understanding an article and extracting key points.
- Mind mapping software e.g., MindManager, 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:

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