

## A Law Society Personal Development Workshop on

### "SPEED-READING FOR PROFESSIONALS"

Tuesday, 12 June 2007, 9.00 am to 1.00 pm

#### About this Workshop

The knowledge-based economy of this new era demands that the individual allocates more time and resources to learn new things and learn them fast. What has been learnt becomes outdated equally fast as well. In particular, professionals face an overload of information relating to their work around the clock, which their clients expect them to digest as well as respond to quickly and accurately.

In this highly interactive Workshop, participants will be required to engage in activities that test their reading speed and comprehension, as well as try out a variety of speed-reading techniques. Topics covered include:

- Fundamentals of Speed Reading
  - overview of the concept and practices of Speed Reading
- Finding out how you read
  - Identifying the reading speed of individual participants.
  - Getting participants to peg their reading speed and improving it
- Using "finger/pointer" technique of speed reading
- Training the eye to follow words quickly
- Using Skimming and Scanning to glean information
- Increasing reading speed to 1000 words per minute
- Using "Peripheral vision" technique to speed read

#### Workshop Programme

8.45-9.00am

9.00-10.30am

10.30-10.45am

10.45am-12.45pm

12.45-1.00pm

Registration & Refreshments

Workshop Part 1

Tea Break

Workshop Part 2

Q&A

#### Learning Objectives

At the end of the workshop, participants would be able to:

1. Improve efficiency to increase productivity
2. Use less time to read and comprehend, leaving more time available for decision making
3. Broaden their horizon by keeping up to date with new information

#### Who Should Attend

Anyone who wants to learn faster and remember the written word better, by doubling or tripling their reading speeds.

#### About the Workshop Leader

##### Dr. Daniel Theyagu

Dr. Daniel Theyagu, an associate trainer from Asian Trainers Bureau, has trained more than a hundred thousand people in his 16 year career as a corporate trainer and management consultant to statutory boards, the civil service, schools and multi-national corporations. A popular seminar and workshop leader, he often gives keynote speeches at conferences. Participants enjoy his interactive and humorous approach of explaining difficult issues through the use of parables and metaphors.

Daniel has a first degree in Law and a Master in Education from the United Kingdom. He also has a Doctor in Philosophy in Business Administration from the United States. Recently he acquired a Diploma in English (University of London). He also is an adjunct lecturer with Nanyang Technological University.

Daniel also teaches Business Law, Cyber law, Company Law and Legal Framework for the past 15 years.

Limited to 35 places only.

The Law Society reserves the right to cancel or postpone this workshop in the event there are fewer than 12 participants.

<b>Venue:</b> <b>The Law Society of Singapore</b> <b>Conference Room, Level 2</b> <b>Singapore 058673</b>  (Registrations will begin at 8.45am)	<b>Fee:</b> <b>S\$ 115.50</b> (Law Society Members, SCCA Members & employees of Singapore law practices)  <b>S\$ 157.50 (others)</b> (includes 5% GST, materials & buffet lunch)
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#### REGISTRATION FORM

Name: \_\_\_\_\_

Name and Address of Law Firm/Law Corporation /Organisation: \_\_\_\_\_

Date of Admission: \_\_\_\_\_ Number of years in Practice: \_\_\_\_\_

Position in Law Firm/Law Corporation/Organisation: \_\_\_\_\_

Tel number: \_\_\_\_\_ Fax number: \_\_\_\_\_ Email: \_\_\_\_\_

(A valid email address is required for confirmation of registration)

**Mode of payment:** **GIRO DDA** ☐ (Only for law practices with GIRO accounts with the Law Society)

**Cheque** ☐

**Law Society Member** ☐ **Employee of Singapore law practice** ☐ **SCCA Member** ☐ **Non-member** ☐

**Cheque payments should be made payable to "The Law Society of Singapore" & arrive at our office with the completed registration form on or before the closing date, Tuesday, 5 June 2007:**

The Training & CPD Department  
The Law Society of Singapore  
39 South Bridge Road (S) 058673

For further enquiries, please contact  
The Training & CPD Department at  
Tel: (65) 6557 2747 Fax: (65) 6557 2751  
E-mail: [cpd@lawsoc.org.sg](mailto:cpd@lawsoc.org.sg)  
CPD Portal: [www.lawsociety.org.sg/CPD](http://www.lawsociety.org.sg/CPD)  
Website: [www.lawsociety.org.sg](http://www.lawsociety.org.sg)

#### REGISTRATION, REFUND & CANCELLATION POLICY

1. Registrations will be confirmed upon receipt of full payment accompanied by a duly completed registration form.
2. The Organisers reserve the right to refuse to register or admit any participant, and to cancel or postpone the course.
3. Substitute delegates are welcomed (e.g. member for member, non-member for non-member), subject to the Law Society Training Department being notified at least 2 working days before the course of the details of the substitute delegate.
4. The Organisers reserve the right to impose a cancellation fee in the event any registrant wishes to withdraw from the course after the registration closing date.
5. The Organisers will not entertain any request for a refund of fees. However a confirmed registrant who has paid in full the course fees but does not turn up for the course will be entitled to collect a set of the materials provided.