



THE LAW SOCIETY
OF SINGAPORE

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 What has been learnt becomes outdated equally fast as well.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

Registration & Refreshments

9.00-10.30am

Workshop Part 1

10.30-10.45am

Tea Break

10.45am-12.45pm

Workshop Part 2

12.45-1.00pm

Q&A

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.

Venue:
The Law Society of Singapore
Conference Room, Level 2
Singapore 058673

(Registrations will begin at 8.45am)

Fee:

S\$ 115.50

(Law Society Members, SCCA Members
& employees of Singapore law practices)

S\$ 157.50 (others)

(includes 5% GST, materials & buffet lunch)

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:**

For further enquiries, please contact

The Training & CPD Department at

Tel: (65) 6557 2747 Fax: (65) 6557 2751

E-mail: cpd@lawsoc.org.sg

CPD Portal: www.lawsociety.org.sg/CPD

Website: 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.

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The Law Society's vMCPD Scheme

Programme Category: Personal Development

Training Level: Introductory

Practice Area: N/A

CPD Hours: 3hrs 45 minutes