



BUSINESS Brain Train

Course Introduction:

It is a well-known fact that we only use a small percentage of our brain capacity (although our whole brain is used there is an enormous overcapacity in making connections between brain cells). It is not so well known that by using practical and straightforward techniques we can increase this percentage significantly.

The explosion of information and continuous pressure to increase productivity make it necessary that we acquire techniques to learn faster, and process information in less time and with less stress.

Course Objectives:

Participants will obtain general knowledge of the brain and acquire and practice techniques in order to:

- Better use your brain capacity;
- Be able to learn faster;
- Process information more effectively.

Who Should Attend?

Managers and others who have to process a lot of information and have to acquire a great deal of new knowledge rapidly.

Course Outline:

We all face an increasing number of daily tasks and the need to process larger amounts of information. Knowledge becomes obsolete more rapidly than ever before. To deal with this situation you should master certain techniques that will help you to learn faster and process information more effectively.

In addition to providing general knowledge of the brain and practical tips to better use it in an office environment, this course will cover the following subjects.

- **MIND MAPPING**

This technique focuses on activating all parts of the brain, enabling you to learn and memorize better. It helps you structure complex information, organize your thoughts, prepare projects, assignments and presentations and increase your creativity.

- **STUDY AND INFORMATION PROCESSING TECHNIQUES**

How can you learn faster with better results in a more relaxed manner? How can you improve your concentration and motivation? What can you change in your work environment to be more effective?

- **MEMORY**

How does your memory work and how can you improve it? How can you apply memory techniques when memorizing subject matters?

- **SPEED READING**

What techniques does the speed-reading world champion use? What can you do to double, triple or even quadruple your reading speed while at the same time gaining a better grasp of content?

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session