

## COURSE REQUEST

---

### REQUEST FOR ATTENDANCE AT CONFERENCES/SEMINARS

#### Conference Details:

(a) Memory Skills & Mind Mapping – 10am to 12noon – 16<sup>th</sup> September

(b) Speed Reading & Retention – 2pm to 4pm – 16<sup>th</sup> September

Local Government Information Unit Venue: Online

#### Brief Description of Content For Elected Members –

(a) Interactive session that has been developed for Councillors and Officers who want to improve their ability to store and retain information

(b) Seminar focuses on the different types of reading styles and encourages better retention of written material through the use of specific techniques.

Cost per person: £120.00 per course