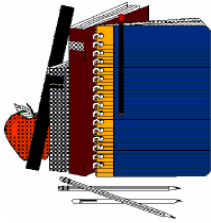


# STUDY AND ORGANIZATIONAL SKILLS



**Information overload!** Do you know how to handle it?

Learning how to learn can help you organize, review, and remember information effectively, no matter what the subject.

**Certified Learning Centers**, a full-service educational support agency, has developed a specialized, full-day course designed for the **adult learner**. Rediscover the fundamentals of good study and organizational habits, or acquire new ones. Whether it's for work, school, or just for pleasure, these techniques can help you realize your potential and **get ahead**.

## **COURSE TOPICS INCLUDE:**

- Learning Inventories, and Using Learning Strengths
- Time Management
- Listening Skills and the Basics of Discussions
- Learning From Your Reading, and Taking Notes
- Preparing For and Taking Exams
- Understanding and Improving Your Memory

**Diagnostic Tests** performed at the beginning of the course allow students to determine their current inventory of study skills as well as their most effective learning mode(s), and **work-related documents and scenarios** reinforce each of the skills covered in the class. In addition, a *specialized software program* helps translate the information into a practical course of action.

## **Our next course: TBA**

We hold courses throughout the entire Washington Metro area. Check our Web site ([www.certified-learning-centers.com](http://www.certified-learning-centers.com)) for the most current information.

**MORE** →

**COST:** Normally \$475, with all materials included. **SPECIAL \$75 GOVERNMENT DISCOUNT – You pay ONLY \$400!**

Learning is a lifelong skill. It's never too late to start learning how!

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And if you ever want to brush up on the techniques you've learned, you can retake the course at no additional cost!

CLC retains the right to cancel any course, if the minimum enrollment is not obtained. A full refund will be provided at that time.