
Text Summarisation and Key Idea Extraction for Professionals Training Course

2 – 6 August 2027
Cape town





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Ref: 126_14774 **Date:** 2 – 6 August 2027 **Location:** Cape town **Fees:** 4800 GBP

Programme Summary

Text summarisation and key idea extraction is a one-week training course for managers, analysts and executive support staff at applied level, culminating in a one-page executive brief condensed from a full workplace document. Senior teams receive more papers than they can read, so decisions depend on people who find the core of a document quickly and restate it faithfully. The approach moves from analytical reading to main ideas, then to condensing and rewriting. Mars Training Centre UK delivers this programme in text summarisation and key idea extraction.

The Business Case

When long documents reach decision makers unprocessed, meetings run over, risks stay buried and actions are lost between drafts. Summaries written without method can also distort the source and create rework.

- Decision Cycle Time: Shortens as leaders receive briefs that state the conclusion and requested action first.
- Information Risk: Falls as decisions, risks and obligations are extracted accurately from reports.
- Staff Productivity: Rises as reading triage cuts time spent on low-value material.

Principles and Evidence Base

- SQ3R Reading Method: Survey, Question, Read, Recite and Review structure the reading drills in Session 1.
- Kintsch and van Dijk Macrorules: Deletion, generalisation and construction give the condensing techniques practised in Session 3.
- Minto Pyramid Principle: Leading with the governing answer and grouping support beneath it shapes the executive summaries in Session 3.
- Bottom Line Up Front BLUF: Placing the conclusion and requested action first frames the one-page briefs in Session 4 and Session 5.

Intended Participants

- Professionals who read long reports and brief a manager or committee on them.
- Staff who prepare meeting papers, minutes and board-paper summaries.
- Analysts who turn research or technical findings into short notes for decision makers.
- Executive assistants and office managers who filter correspondence and documents for senior leaders.

The programme serves public administration, banking, energy and professional services.



Learning Outcomes

1. Participants will be able to apply reading triage, skimming and scanning to prioritise documents by relevance.
2. Participants will be able to distinguish main ideas from supporting detail in stated and implied forms.
3. Participants will be able to extract decisions, risks and actions from reports and meeting papers.
4. Participants will be able to condense a text with deletion, generalisation and construction while keeping its logic.
5. Participants will be able to construct an executive summary using the pyramid principle and bottom line up front.
6. Participants will be able to evaluate a summary, including one produced by an AI tool, against its source for accuracy.

Programme Structure

Day 1: Analytical Reading for Text Summarisation

What makes a document worth condensing, and how is it read for structure?

- Information Overload and Reading Triage for Senior Teams
- Summarising, Abridging and Paraphrasing Compared
- Signal, Noise and Redundancy in Business Texts
- Skimming, Scanning and the SQ3R Reading Method
- Argument Mapping of Introduction, Body and Conclusion

Day 2: Key Idea Extraction

Where does the core idea sit in a paragraph and in a whole document?

- Main Ideas, Supporting Detail and Implied Ideas
- Topic Sentence and Core Idea Location Methods
- Keywords, Signal Words and Discourse Markers
- Paragraph Extraction from Administrative, Technical and Media Texts
- Decision, Risk and Action Extraction from Meeting Papers

Day 3: Condensing Techniques

How is a text reduced without losing its logic and sequence?

- Deletion, Generalisation and Construction Macrorules
- Structured Summary Templates and Mind Maps
- Repetition Removal While Preserving Sequence
- Timed Condensing Drills with Length Targets
- Minto Pyramid and BLUF Executive Summary Structure



Day 4: Professional Summary Writing

How is condensed content rewritten for a specific reader and format?

- Paraphrasing in Plain Language Without Shifting Meaning
- Source Attribution and Avoiding Verbatim Copying
- Summary Formats for Reports, Emails and Presentations
- One-Page Executive Briefs and Board-Paper Summaries
- AI Summarisation Tools and Accuracy Checks Against the Source

Day 5: Applied Summarisation Practice

Can a complete workplace document be condensed into a brief that a leader can act on?

- Full Condensing of a Complete Workplace Document
- Summary Presentation with Peer and Faculty Feedback
- Practical Assessment Against a Summary Quality Checklist
- Common Summarising Errors and Remedies
- Executive Brief Completion and Personal Development Plan

Methodology

The programme relies on structured exercises using real documents from public administration, finance and energy organisations. Each session pairs a short method briefing with timed practice; participants then compare versions and test them against the source for accuracy and proportion.

- Suggested activity: Triage of a mixed inbox of reports.
- Suggested activity: Cutting a ten-page report to one page, then to three sentences.
- Suggested activity: Checking an AI-generated summary line by line against its source document.

Capstone Output

Each participant produces a one-page executive brief from a full document drawn from their own work. It states the bottom line, main ideas, extracted decisions, risks and actions, and source references, ready for a director, committee or board.

Frequently Asked Questions

Is text summarisation and key idea extraction training suitable for staff without a writing background?

Yes. It suits professionals who read and brief on documents at work. It assumes regular contact with reports but no prior training in writing or editing.



Which models support the text summarisation methods taught?

The methods draw on the SQ3R reading method, the Kintsch and van Dijk macrorules for condensing, the Minto Pyramid Principle and bottom line up front for structuring executive summaries.

How is the text summarisation executive brief used at work?

You leave with a one-page brief and a repeatable method you can apply to board papers, reports and correspondence, so leaders see the conclusion and requested action first.

How does key idea extraction training differ from general business writing courses?

It starts with analysing other people's documents and condensing them faithfully, rather than drafting original emails or reports from a blank page.