

Mind Mapping

Duration: 1 day

Mind mapping is a technique with many applications. It is effective for generating solutions and is therefore helpful for decision making, problem solving and any form of planning. It can also be used for planning reports and presentations; delivering presentations and taking minutes. It is especially effective for studying and revision purposes. In short, it is a tool that no-one can afford to be without.

Who should attend this course?

Individuals at any level in an organisation

Course Objectives

By the end of the course, participants will:

- Know how to improve both their memory and their creativity
- Be able to construct a mind map
- Be able to use mind mapping for minute taking, planning presentations, writing reports, delivering presentations, decision making and problem solving

Course Outline

- Brief introduction to the workings of the brain
- Improving memory and creativity
- The process of constructing mind maps
- Using mind maps for
 - minute-taking
 - preparing presentations
 - reports
 - decision making
 - problem solving