Mind Mapping to Structure Your Ideas

Hands-on course of 3 days - 21h
Ref.: MIP - Price 2024: €1 840 (excl. taxes)

EDUCATIONAL OBJECTIVES
At the end of the training, the trainee will be able to:

Understand the principles and components of a mental map

Learn the positive effects of using a mental map on your daily organization

Develop your team's collaborative mindset with manual mental mapping

Build a mental map with the software XMind

HANDS-ON WORK
Creating manual mental maps, individually or in groups. Creating a map with the software XMind.

THE PROGRAMME

last updated: 07/2021

1) Understanding the basics of mental mapping
- Understanding the principles of a mental map from its genesis.
- Releasing your mental processes with respect to memory, reasoning, decision-making, and attention.
- Accepting the learning situation to acquire the mental process of change.
Exercise : Detecting your mental skills when faced with routine tasks.

2) Building effective, stimulating manual mental maps
- Integrating methods for creating the mental map.
- Designing your mental map: Following general principles and adding your "personal touch".
- Telling apart different types of mental maps and identifying their respective efficiencies.
- Taking notes based on a text, with the mental map method.
- Knowing how to read a mental map.
Hands-on work : Creating multiple mental maps for individual training. Sharing, debriefing, and findings about each person's practices.

3) Using mental mapping to increase your productivity
- Knowing where to start, overcoming blank page syndrome.
- Developing collective intelligence: Working in groups with a single mental map.
- Leading a multi-person meeting with a collective mental map.
- Creating a communicable summary and encouraging feedback without grades.
- Writing up an action plan and daring to innovate.
- Memorizing without effort, making a speech dynamic and lively.
Hands-on work : In sub-groups: Creating a manual map and using it as a basis for a collective oral presentation. Individual and group debriefing.

4) Creating mental maps with the software XMind
- Overview of different software and creating mental maps.
- Discovering XMind: The fundamentals of mental mapping.
- Building a digital mental map: Structure, theme, branches, etc.
- Laying out a mental map: Font, size, colors, images, tags, etc.
- Reorganizing and modifying an existing mental map.
Exercise : Creating mental maps on a PC with the software XMind.

DATES

REMOTE CLASS
2025 : 24 Feb, 25 Jun, 15 Sep, 22
Oct