

# 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.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

# DATES

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REMOTE CLASS

2024 : 03 Jul, 25 Nov