

# Organize your ideas thanks to Mind-mapping

## Description

This course is about taking advantage of a visual method: Mind Mapping, to articulate, communicate and share information, combining with a powerful software: Mind Manager.

## Course Content

### Module 1: When a mind map can be used

- Lesson 1: What is a mind map
- Lesson 2: Try with a pen and some paper
- Lesson 3: Perceive the limits

### Module 2: Create a mind map in Mind Manager

- Lesson 1: Discover the software
- Lesson 2: Create its first mind map

### Module 3: Capture ideas

- Lesson 1: Active listening, and how to structure idea, live
- Lesson 2: When using a noun, a verb or an adjective
- Lesson 3: When to put a chart or an image

### Module 4: Plan a project including deliverables, due dates, priorities, resources and dependencies

- Lesson 1: Create a visual WBS
- Lesson 2: Create a SWOT

### Module 5: Communicate a big picture and then be able to focus on a subject with ease

- Lesson 1: Understand the different levels of information
- Lesson 2: Create hyperlinks and references

### Module 6: Monitor the implementation of actions using the Kanban mode

- Lesson 1: Understand what bring a Kanban in Mind Manager to plan
- Lesson 2: Create a Kanban to plan its day or a project

### Module 7: Better the suite of Mind Manager and its exports

- Lesson 1: Mind Manager vs. Mind Manager Enterprise
- Lesson 2: Export in images and PDF
- Lesson 3: Microsoft integrations
- Lesson 4: Know where to find more information

## Documentation

- Digital courseware included

## Participant profiles

- Any person attending to improve his / her ability to articulate, communicate and share information in a visual and structured way

### **Prerequisites**

- No prerequisites

### **Objectives**

- Understand when a mind map can be used
- Create a mind map in Mind Manager
- Capture ideas during brainstorming, workshop and meeting and then organise them efficiently
- Plan a project including deliverables, due dates, priorities, resources and dependencies
- Communicate a big picture and then be able to focus on a subject with ease
- Monitor the implementation of actions using the Kanban mode
- Better know the suite of Mind Manager and its exports

### **Niveau**

Fondamental

### **Classroom Registration Price (CHF)**

1300

### **Virtual Classroom Registration Price (CHF)**

1300

### **Duration (in Days)**

2

### **Reference**

ORG-MIND