

Mind Mapping Skills

(5 day course)



SHMAILAN

COURSE OBJECTIVE

Mind Mapping is one of the best tools to release the creativity in your organization and get better results. Delegates attending this course will be able to read and produce mind maps. Know how to use mind maps to brainstorm, make decisions, solve problems, plan and prioritize, take and make notes, write reports and other documents and present information. Our two day course is highly interactive and delegates will learn how to effectively use Mind Maps in the work environment and personally

AUDIENCE

Who does this training benefit :

Individuals who wish to improve their management and leadership skills.

Executives

- Managers
- Coordinators
- Supervisors

Course Prerequisites :

None

Workshop Structure :

- Theory supported by examples
- Case study
- Practical group exercises
- Supporting training material is provided to each participant

Timing :

9.00am to 1.00pm*

Refreshments and a one hour lunch break is provided

* Hours can be flexible based on client needs

Location :

Four or Five Store Hotel in Dubai*
Details provided upon registration

Course Benefits

- Unleash your creative potential and be able to generate idea quickly and easily?
- Make better decisions?
- Improve your **memory retention**?
- Discover **accelerated learning**?
- **Organise** your tasks and **prioritise** quickly?
- **Gain a competitive edge** in business by developing **new thinking skills**?
- Think clearly and organise your ideas?
- Make **note-taking** rapid and easy?
- Quickly **plan projects**?
- Develop **problem-solving** skills?
- Prepare and present better documents?
- Promote **creative thinking** and brainstorm effectively?
- Generate ideas and capture thoughts in team meetings?

Mind Mapping Skills - Course Review

What You Will Learn

On completion of this training course, delegates will be able to:

- > Learn about Mind Maps and using the right and left brain
- > Understand the power of Mind Maps in creativity and innovation
- > Learn how develop a Mind Map
- > Understand the power of Mind Mapping and how it can be used in your business and personal life
- > Improve productivity, memory, creativity and innovation

Course Content

Course Content:
Overview- Learn about creativity and innovation

- **Brainstorming** – What is brainstorming and how is it beneficial
- **Thinking About Thinking** - Learn about the thinking process and discover why the mind map is a reflection of the way the brain naturally thinks
- **The Mind Mapping Technique** Learn how to read and produce mind maps and practice creating your own
- **Mind Maps and Memory** – How mind maps help the memory
- **Mind Maps and Prioritization** – Using mind maps to effectively overview and prioritize tasks.
- **Mind Maps At Work** Use mind maps to brainstorm new ideas, make decisions, plan and prioritise, solve problems, take notes in meetings, make notes from printed materials, prepare and present information
- **Practical Mind Mapping** Create your own mind maps from materials you personally bring to the workshop e.g., reports to summarise, documents to plan, produce and present, ideas to brainstorm, plans to create, decisions to make, study books to revise etc.
- **Project Planning** – How to use Mind maps for project planning
- **Project Exercise**

CANCELLATION POLICY

Delegates can cancel in writing at any time with the following fee applicable
 13 – 5 days 20% of training cost
 5 – 3 days 40% of training cost
 2 – training date 80% of training cost

NOTIFICATION

Joining instructions will be emailed to the training coordinator 5 days in advance of the workshop date

SCHEDULE

Mind Mapping Skills	January	February	March	April	May	June
					X	
	July	August	September	October	November	December
						X

PRICE

	\$ US
Per delegate	\$2995.00

BOOKING

1. **RESERVE** your place by emailing us at info@sigtraining.com
2. **CONFIRM** your attendance using the attached booking form



**Booking Form Fax Back
To
FAO INFO
Fax Number: 97143415352**

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Company :
Address :
.....
.....Postcode :
Telephone : Fax :

Delegate Details
Mr/Mrs/Miss/Ms. (please circle)
First Name : Surname :
Position : Department :
Email : Telephone :

Delegate Details
Mr/Mrs/Miss/Ms. (please circle)
First Name : Surname :
Position : Department :
Email : Telephone :
Course : Mind Mapping
Date of Workshop :

Invoice Details
Company : Mr/Mrs/Miss/Ms. (please circle)
First Name : Surname :
Department : Email :
Address :
PO Number..... Postcode :
Telephone : Fax :

Cost of Course per delegate :
Number of delegates attending :
Total Cost :
Name (please print) :

SIGNATURE