

Mind Mapping

Improve note taking, think more creatively, improve memory and raise your effectiveness – all on one page

Overview of course content

- Understand the brain and how to use it more effectively - and its relevance to Mind Mapping.
- Learn how to Mind Map® – establishing a technique that can be used in a wide range of situations.
- Practice and coaching.

A brief history

This course is based on the work of Tony Buzan and brings the concepts and practical skills of Mind Mapping into the 21st century. Mind Mapping has been around since the early 1970s when it was primarily a technique for improving learning skills. Whilst still very popular for that we have been at the forefront of ensuring that it is now recognised as a highly effective business tool, valuable in a wide range of situations.

Mind Map® and Mind Maps® are registered trademarks of the Buzan Organisation

Duration and format

One day, half day and bite-sized learning sessions available.

Face to face or Virtual training using Zoom

Who is this course for?

Anyone who wants to find more effective and more efficient ways of working.
People who are keen to give themselves a competitive edge and find ways of developing themselves and increasing the contribution they can make.

Key benefits

Improve note-taking and communication skills.

Improve organisational and planning capability.

Enhance creativity and problem-solving.

Overcoming information overload, improve retention & recall



Mind Mapping

What's it all about

Today's information environment demands that everyone saves time, improves efficiency and thinks more creatively.

Mind Mapping is invaluable in a business environment. It can be used in the office and at home.

You can use Mind Maps to plan presentations, organise meetings, generate ideas and take notes to name just a few. A Mind Map® presents information in an organised and easy to follow format, on one page, simple for others to read and add their own ideas.

Mind Maps mirror the structure and function of the brain, which promotes free thought, encourages creativity and makes information easier to remember.

Why Mind Mapping?

If you want to drastically improve performance and save time, this is the programme for you:

- With all your thoughts compiled in an easy to follow format on one page you will become much more organised.
- Become more creative through the promotion of free thought, making associations and developed ideas.
- The shape and size of a Mind Map provides cues necessary for you to remember more.
- The structure of a Mind Map allows you to use both sides of the brain, which helps you use your brain to its full potential.
- Mind Mapping will help you develop ideas making it easier to problem solve.
- Increased self management and organisation
- With all your ideas organised in one easy to follow place, simple for others to read and add to, project management can be made easier.

How do we do it?

The brain and thinking

- Discover how to deliberately use the whole brain in order to think and work more effectively.

Learn how to Mind Map

- Learn the principles of constructing a Mind Map – the structure, shape, format and style.

Mind Map examples

- You will be given the chance to practise your new skills through exercises – including general and your own examples.

Mind Map applications

- Discover all the different uses.
- Follow some exercises in note taking for the written and spoken word; group mind mapping; creativity; problem solving and studying.

Learning to learn

- Discover how to overcome the fear of failure and how your environment affects your learning.

Action planning

- Create a plan to take away with you on your future use of Mind Mapping.

1 or 1/2 day what's the difference?

We offer Mind Mapping for Business as a comprehensive 1 day workshop or a compact 1/2 day. In addition the 1 day workshop offers Advanced techniques and additional Mind Mapping exercises.

