

## Ultimate Mind Mapping Workshop (2009 Course Overview)

**The Ultimate Mind Mapping Workshop - a highly effective route to using mind maps to boost productivity.**

Our workshop covers the background, tools and techniques required to benefit from mind mapping at work (for individuals and teams), in education, or for personal use.

There are no pre-requisites for course delegates, apart from a genuine willingness to learn. The delegates who will benefit the most are those who regularly use a computer to undertake business, educational or personal projects. The workshop focuses on Mindjet MindManager 8 for Windows, but the core principles apply across a range of electronic mind mapping tools.

# Ultimate Mind Mapping Workshop

Oval Business Solutions – Productivity Optimisation - 2009

## 1. Background

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### Why Mind Mapping?

Origins  
Uses  
Available Tools (examples)

## 2. MindManager 101 – The Basics

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### Keyboard shortcuts

Creating topics & sibling topics

### Manipulating topics & nodes

Drag & drop  
Multi-select

### Copying and pasting

ctrl C & ctrl V  
Explore the contextual menu (right click)

### UI, viewing and controlling

Pan & zoom  
Show branch alone  
Focus on topic

### Embellishing Topics

Notes  
Callouts  
Boundaries  
Relationships

### Why are you building your map?

Just thinking?  
Writing a document?  
Project plan?  
Complex concepts?  
Presentation?

## 3. Beyond the Basics

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### Map styles

### Templates

### Presentations

### Topic styles

### Links

Web links  
Links to other maps

### Embedded elements

e.g. spreadsheets

### Outline mode

### Sorting topics

### Task management

### Icons & markers

## 4. Exporting Data

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### Sharing maps with others

Standard PDFs  
Mindjet Player  
Mindjet Viewer

### Word

Learn about outlines & numbering in Word  
Learn about Word templates

### Other export formats

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## 5. Managing Meetings

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**Brainstorming**

**Capturing Actions**

## 6. Building Project Plans

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**Project planning in native MindManager**

**Introduction to JCV Gantt**

**Using tasks to manage projects**

## 7. Advanced Features

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**Filtering**

**Integration**

Custom export macros  
Notes client automation

**Map Parts**

Standard parts  
Web services

## 8. Collaborative Mind Mapping

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**MindJet Catalyst**

Workspaces  
File types  
Real-time editing  
Access control

## 9. Caution!

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**Beware Subjectivity!**

**Beware MapShock!**

**Beware Map Envy!**

### How to book

Please call or email us in the first instance. We'll discuss your requirements in detail and make adjustments to course content in order to emphasise the areas of greatest value to your delegates.

**Tel: + 44 (0)1483 424 993 (0900-1700 Mon-Fri)**

**Email: [productivity@oval.uk.com](mailto:productivity@oval.uk.com)**

### Training venues

Our courses are usually run on-site at our clients' premises. Should you wish for us to arrange an off-site training venue we will make the necessary arrangements (chargeable at cost).

This workshop is classroom based. The format is designed to be engaging, without the need for a computer<sup>i</sup>. Contributions from delegates are encouraged throughout.

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<sup>i</sup> Delegates are welcome to bring their own laptops, subject to prior agreement.