IDEA MAPPING with MindManager
(Introductory Course for PC)

COURSE ABSTRACT

MindManager software helps business professionals achieve more by efficiently organizing and clearly communicating complex ideas and information.

MindManager has had the vast majority of the Idea Mapping or Mind Mapping software market share for the past 10 years.

What is Idea Mapping?

Idea mapping has a rich foundation in Mind Mapping® and can be defined this way:

> "An Idea Map is a powerful visual thinking tool that enhances memory, note-taking skills, thought organization, planning, creativity and communication. It uses color, key words, lines and images to connect thoughts associatively. Idea Maps are the natural expression of the way the brain processes information associatively."

Idea Maps are not restricted by the laws of Mind Mapping. Although you will learn some Idea Mapping "guidelines", you will be empowered with the freedom to break them based on the purpose of your Idea Map. Hence Idea Maps become the more practical, flexible, and usable version of Mind Maps. You will create the style of map that works for you!

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OBJECTIVES

To transfer the knowledge of how to use MindManager, and give you a tool that will:
- Enable you to create Idea Maps using MindManager
- Drastically improve your ability to organize large amounts of information into a single view. This enables you to have a "big picture" view of the task at hand, and to see and analyze relationships between data that would not be obvious in a linear document.
- Clarify your thinking through the power of the brain's natural associations
- Enhance memory and interest by leveraging the use of color and imagery in visual communication
- Stimulate creativity and idea generation
- Assist in collaboration, brain-storming, problem-solving, individual and team productivity, thought organization, learning, planning, communication, documentation, and all phases of project management

To provide you with training in the use of MindManager:
- To be able to sufficiently operate the basic functionality of MindManager well enough to allow you to explore personal utilization on you own after the course is completed
- Provide resources for further detailed training on your own including detailed role-based utilization
- Leverage the benefits of the MindManager software tool to create, expand and rearrange your Idea Map as you wish without the limitations of paper and pen.

AUDIENCE

For anyone who desires to unleash their own learning potential and learn innovative approaches for addressing today's business, educational and personal challenges.

LENGTH

One day; 9:00am – 5:00pm.

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WORKSHOP DESCRIPTION

WARNING! This is **NOT** a lecture-driven, PowerPoint, theory-filled, boring training class! It is an **exciting**, activity-driven, skill-building, multi-sensory adventure in learning to use your **brain** more effectively and efficiently. This workshop focuses on equipping you with the basics of the MindManager tool so that you can use it immediately in your profession and life.

Session 1 – Introduces basic MindManager functionality. You will create your first Idea Map using MindManager.

Session 2 – Activities to introduce Idea Mapping Theory.
** Note: If all participants have already been through the Idea Mapping Workshop, this session can be replaced with other learning.

Session 3 – Three activities building Idea Maps that will introduce you to more MindManager functionality.

Session 4 – Designing a personal dashboard to introduce more MindManager functionality

Session 5 – Development of an Idea Map you will use after the workshop

Session 6 – Collaborative Idea Mapping

Session 7 – Instructions on final MindManager features, checkout, & close.
(For a full list of MindManager functionality introduced during the workshop see Appendix 1)

REGISTRATION

Register for one of our public workshops here. Do not purchase airfare until you are notified that the workshop has reached the minimum number of participants.

FEES

For public workshops the fee is $595 per person. Classes are limited to 16 participants. For a list of public classes and registration go to our class registration system.

Organizational MindManager workshops are $8200 plus travel and accommodation expenses for the instructor. These workshops can hold up to 16 participants. Call us at 1-866-896-1024 for more details.

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REQUIREMENTS

You must bring your own laptop loaded with either the 21-day trial version of MindManager, which is available at www.mindjet.com or the current version of MindManager for the PC (not MAC).

If you have an older version of MindManager and would still like to participate, you are welcome to join us. Simply download the current trial version of MindManager prior to class. Two versions can run independently on your PC.

Recommendation: *To gain the most benefit from this course it is recommended that you attend the [Idea Mapping Workshop](#) prior to taking* **Idea Mapping with MindManager**.

DRESS

Business casual.

MindManager Applications

This tool may be applied to every aspect of your job and life where improved learning and clearer thinking will enhance performance. The uses for MindManager are unlimited, but following are some of the more typical uses:

Strategic planning	Creating & delivering presentations
Meeting agendas & summaries	Project management
Brainstorming	Team & Individual Data Collection
Performance reviews	Organizational & Individual Vision/Mission
Bringing clarity to a crisis situation	Work Break Down Structure
Solve problems	Book or article summaries
Decision making	Marketing strategies
Planning events (or anything!)	Planning & delivering courses
Taking notes	Sales processes
Proposal summaries for clients	Creating a book of knowledge on any topic
Mapping a to do list	Managing complex information
Strategic Planning	Assimilate large volumes of information quickly

For Idea Maps from other business people around the globe go to the Idea Mapping website or the Idea Mapping Blog (*see links in my signature*).

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MEET THE INSTRUCTORS

Jamie Nast (*bio*) – Author of ***Idea Mapping***, Founder of NastGroup, Inc., Creator and Master Trainer for ***Idea Mapping: A Learning Workshop***, and Master Trainer for ***Idea Mapping with MindManager***

David Halverson (*bio*) -- Project manager, business analyst, founder and previous leader of the Boeing Mind Mapping Interest Group (over 600 members), Master Trainer for ***Idea Mapping with MindManager***, Master Trainer for our new upcoming course ***Project Management with MindManager***

APPENDIX 1

Following is a list of MindManager functionality taught during the ***Idea Mapping with MindManager*** workshop. Functions will be taught in three ways -- through right click options, tool bars and short cuts.

Inserting and editing branches and sub-branches: cut, paste, copy, spell check
Formatting overall map, branches, line color, fill color
Navigation: screen layout, task bars, index tabs, map tabs, collapse and expand map
Finding and saving a map
Creating, labeling, and formatting relationships
Floating topics and images
Adding callouts, boundaries, icons, notes, hyperlinks, and attachments
Adding images to their idea maps from the MindManager library
Placement of the image on the branch, resizing the image in the map
Map parts and insert map
Web Services search
Alerts, zoom-slider, and fit map
Map background, layout, and balance map
Creating map parts and templates

Optional functionality will be introduced if time allows.
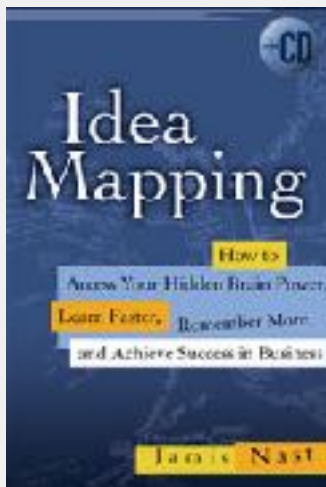
For questions or more information, please contact:

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