

# Mind Mapping Course Brochure

---

1 Day Practical Workshop



## Contents

Course Overview .....	2
Why Choose DCM Learning .....	3
Course Objectives & Benefits .....	4
Course Content .....	5
Trainer Profile.....	6
Who We Work With .....	8
Contact Details .....	9



# The Right Fit.....For You

## This Mind Mapping course has been designed to teach the skills needed to create Mind Maps to think clearly, organise, & plan better.

Our one-day **Mind Mapping** course shows learners how to use mind maps to **brainstorm, breakdown high level ideas into simpler tasks, make decisions, plan & prioritise tasks and take notes.** Using mind maps will allow you to think more clearly and **increase personal productivity.**

You'll learn how to save time on any task that requires planning, preparation, and clarity. You'll learn the important principles of mind mapping and **HOW and WHY this tool enhances learning, understanding, and memory.**

The course is **very practical and interactive.** Scenario based exercises will be used during the workshop so you will get the chance to put your learning into practice.

At the end of the course you will have **the skills and confidence to create your own mind maps** and to show others the basic concepts.

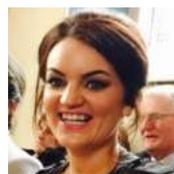
*"I speak for all in saying that it was an excellent course. I found the course very interesting and beneficial both for my work and future career."*

**Marcin Cesarz, Lead Business Analyst, AIB**



*"We are all very happy with the training carried out last week & will definitely be in contact in the future"*

**Aoife O'Rourke, Key Account Manager, Tool & Plastic**



*"Great exercises, very relaxed and great models to explain, learning process and delivery of the information."*

**Jonathan Latimer, Fleet Training Instructor, City Jet**





# Why Choose Our Mind Mapping Course

DCM Learning's Mind Mapping course has been designed to teach the skills needed to create Mind Maps to think clearly, organise, & plan better. Using mind maps will allow you to think more clearly and increase personal productivity.

## Specific reasons to choose this course:



**Experienced:** We have trained over 246 individuals successfully in Mind Mapping over the last two years.



**Support:** 15 full-time training consultants plus support staff (21 in total). We are large enough to be well resourced but small enough to care.



**Experienced Training Team:** Our trainers are Training Practitioners with years of industry experience as well as vast training experience.



**Quality Assured Training:** Make sure you Safeguard Your Training Investment. DCM offer courses accredited by national and international certification bodies, including QQI, PMI, IASSC, and Scrum.org.

## You're in Good Company

We have delivered our Mind Mapping programme to the biggest brands in Ireland including Google, Intel, Central Bank of Ireland, ESB, Football Association of Ireland and Abbott so you can have confidence in our ability to deliver the results you want to achieve.





# Mind Mapping Course Outline

## COURSE OVERVIEW

Our one day Mind Mapping workshop has been designed to give your team the skills needed to use Mind Mapping to work with your clients to gather requirements and explore their wishes.

During the workshop learners will learn how to use mind maps to brainstorm, breakdown high level ideas into simpler tasks, make decisions, plan & prioritise tasks and take notes.

## LEARNING OUTCOMES

By the end of the course each learner will be able to:

- Produce their own mind maps
- Brainstorm new ideas using mind maps
- Use a mind map to make a decision
- Break high level ideas into smaller tasks
- Take better notes in meetings
- Follow a structured approach when working with clients to gather requirements

Below you will find a proposed course outline detailing all the topics covered on the training programme.



# Course Content

## TOPIC 1: THINKING ABOUT THINKING

- Introduction to the Thinking Process
- Why the mind map is a reflection of the way the brain thinks

## TOPIC 2: THE MIND MAPPING TECHNIQUE

- How to read and produce mind maps
- Technique for building maps from start to finish
- How to enhance your map for memory and learning purposes
- Quick-Think Maps
- Making notes from printed materials
- Preparing and presenting information

## TOPIC 3: MIND MAPS AT WORK

- How to use mind maps to brainstorm new ideas
- Make decisions, plan and prioritise
- Problem solving
- How to communicate technical details to non-technical and technical people
- Getting your point and ideas across clearly and persuasively

## TOPIC 4: PRACTICAL MIND MAPPING

- Creating your own mind map(s)
- Summarising reports
- Creating mind maps to enable you to practice your new skills.



# Course Content

## TOPIC 5: APPLIED MAPPING

- Review and summary
- Creating a personal mind map to capture learnings from the course



## Andrew Gibson

Associate Director

Andrew is an accomplished training consultant and coach with a thoughtful and thought-provoking approach, yet he is entertaining and engaging. He has acquired the knowledge and skills of successful management and knows how to impart them to others. He has worked in training and development for over 15 years, helping people and organisations of all sizes and sectors achieve their goals.

Andrew's background in Behavioral Psychology means he is best placed to understand organizational change doesn't happen overnight and isn't always easy.

Andrew has vast experience as a trainer, mediator and conflict coach and has worked with the United Nations on mediation and conflict resolution. He has extensively studied the effect of inter-cultural conflict especially in the workplace.

Some of Andrew's qualifications and affiliations include:

- Honours degree in Psychology from Nottingham Trent University (NTU)
- Member of The British Psychological Society
- Higher Diploma (H. Dip) in Conflict Resolution
- Member of the International Mediation Institute (IMI) and an IMI Certified Mediator
- Member of the IMI Appraisal Committee; the role of this committee is to manage and approve new qualifying assessment programmes

---

*"Please feel free to use me as a reference for anyone considering it. Andrew was an expert facilitator who made the course very enjoyable. I'm delighted I did it!"*

Alan Grogan, Programme Manager, Arthur Cox

The logo for Arthur Cox, featuring the name "ARTHUR COX" in a white, serif, all-caps font on a black rectangular background.



# Inhouse Training, One Size Doesn't Fit All.

**Does your team need Mind Mapping training? DCM Learning has a full range of training courses and qualifications available for your team and company, in-house or off-site.**

Based on your requirements, we will develop a custom-made training programme and deliver it specifically for your employees in a chosen location - giving them the exact skills and knowledge they need whilst saving on venue hire, travel, time and associated expenses.

Each daily session will be delivered onsite at a location of your choosing over a 7-hour period. We are flexible on group size, but for group sessions we would recommend a maximum of 15 people to allow for the more interactive elements of the course.

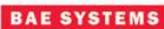
Below is an overview of our Inhouse Training Delivery and Costs:

Details	1 Day Training	2 to 5 Days Training	6+ Days Training
<b>Cost</b>	€1,095 per day	€995 per day	€895 per day
<b>Materials</b>	Included	Included	Included
<b>Travel Expenses</b>	Included	Included	Included
<b>Areas Covered</b>	All Counties	All Counties	All Counties
<b>Customisation</b>	Course Customised	Course Customised	Course Customised
<b>Survey</b>	Pre & Post Course Survey	Pre & Post Course Survey	Pre & Post Course Survey
<b>Account Management</b>		Dedicated Account Manager	Dedicated Account Manager
<b>Free Public Course</b>		1 Free Place	3 Free Places
<b>Public Course Discount</b>		15%	25%



## Who We Work With

We train organisations of all shapes and sizes, from small businesses up to global enterprises. But we never forget that every individual matters, and we make sure that every learner gets what they need to reach their potential.





**Set your career on the  
right course**

**DUBLIN**

-  01 5241338
-  [dublin@dcmlearning.ie](mailto:dublin@dcmlearning.ie)
-  Guinness Enterprise  
Centre

**CORK**

-  021 2429691
-  [cork@dcmlearning.ie](mailto:cork@dcmlearning.ie)
-  Atrium Business Centre  
Blackpool Business Park

**DROGHEDA**

-  041 9865679
-  [drogheda@dcmlearning.ie](mailto:drogheda@dcmlearning.ie)
-  24 Laurence Street  
Co. Louth