

MindManager[®] Fundamentals

ITHAKI

Learn to use
Mindjet
MindManager 7
effectively,
eliminate
inefficiencies,
increase
productivity.

What you will learn:

- ✓ How to use your whole brain
- ✓ Mind Mapping techniques
- ✓ To plan and deliver compelling presentations
- ✓ To effectively run brainstorming sessions
- ✓ To organise reports using MindManager features
- ✓ To plan meetings, take meeting notes and share meeting minutes
- ✓ How to integrate with MS Word, MS PowerPoint and MS Excel



Ithaki Consulting Ltd specialises in the provision of high quality IT, Funding, Management Consulting, Business Development and Training Services.

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Course Overview

Since Mind Mapping[®] was introduced in the 70s by Tony Buzan, it has become an established brainstorming technique for thousands of professionals in all walks of life. Unfortunately, not all of us can draw and colour beautiful mind maps. **Computer software has come to the rescue and Mindjet MindManager makes mind mapping easy, fun to use and an effective business productivity tool.** During this half-day course you will learn how to put your whole brain at work to create mind maps that help you plan, manage and organise anything from meetings to seminars, documents, marketing strategy and brainstorming sessions.

Course Objectives

The aim of this half-day course is to teach the participants to effectively use the MindManager software to increase their business productivity. The course will provide you with the necessary techniques to create mind maps in a variety of situations and teach you the integration techniques with Microsoft Word, Microsoft PowerPoint and Microsoft Excel.

Target Audience is anyone that

- ▶ Develops company strategy and products
- ▶ Plans and runs meetings
- ▶ Manages projects
- ▶ Runs and/or participates in brainstorming sessions
- ▶ Organises seminars
- ▶ Prepares and delivers presentations
- ▶ Prepares and participates in negotiations
- ▶ Prepares reports
- ▶ Sells to customers

Course Prerequisites

- ▶ Working knowledge of the Windows operating environment (mouse and keyboard)

The instructors

Ithaki Consulting instructors are expert users of the Mindjet MindManager software as well as experienced managers having worked in the USA, UK and Cyprus. Ithaki Consulting is the only Mindjet Premier Sales Solution Partner in Cyprus and Greece.

What you get:

1. 4 hrs course.
2. Course presentation handouts.

MindManager® Fundamentals

Detailed course syllabus

The course topics will be illustrated by practical, hands-on exercises with the Mindjet MindManager software, so that participants get direct experience on applying course know-how.

Topics to be covered are:

Introduction to Mind Mapping

- ▶ How our brain works
- ▶ How to mind map
- ▶ Productivity in the workplace with mind maps

MindManager Basic Operations

- ▶ Creating a map
- ▶ Adding main branches and sub-branches (topics)
- ▶ Copying, deleting, editing and re-arranging topics

MindManager UI and Navigation

- ▶ Screen elements and menus
- ▶ Map navigation

Formatting Business Maps

- ▶ Choosing a map style and background
- ▶ Using callouts, relationships and floating topics
- ▶ Using boundaries and summaries to group topics
- ▶ Inserting notes, images, icons
- ▶ Using map markers and text markers
- ▶ Power Select and Power Filtering
- ▶ Colouring and formatting

Adding Hyperlinks, Topic Labels, Attachments, Spreadsheets

- ▶ To documents (MS PowerPoint, MS Word, MS Excel etc)
- ▶ To other MindManager maps
- ▶ To web sites
- ▶ Adding topic labels
- ▶ Adding e-mail links
- ▶ Capturing data in spreadsheets, link to MS Excel

Viewing, Saving, Printing

- ▶ Saving maps in other formats
- ▶ Map Overview and multi-map workspace
- ▶ Fit to screen, fit selection and other viewing options
- ▶ Printing large maps, selected topics, PDF format

Preparing/Reviewing Reports

- ▶ Topics/sub-topics/Notes
- ▶ Outline Mode
- ▶ Exporting to MS Word
- ▶ Importing documents from MS Word

Brainstorming with MindManager

- ▶ The brainstorming process
- ▶ Running a brainstorming session
- ▶ Listing ideas and grouping ideas
- ▶ Moving, expanding and formatting ideas

Using MindManager for Presentations

- ▶ Using MindManager Presentation Mode
- ▶ Exporting to MS PowerPoint

Meeting Management with MindManager

- ▶ Before - Planning meeting agendas
- ▶ During – Running the meeting
- ▶ After – Distributing the map to meeting participants (minutes of the meeting)

Please note that Ithaki Consulting reserves the right to amend the course content based on audience and time availability.