

# Course : Mind Mapping to Structure Your Ideas

*Practical course - 3d - 21h00 - Ref. MIP*  
**Price : 2130 € E.T.**

★★★★☆ 4,8 / 5

**BEST** Clé en main

Formation éligible au financement Mobilités

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Understand the principles and components of a mental map
- ✓ Learn the positive effects of using a mental map on your daily organization
- ✓ Develop your team's collaborative mindset with manual mental mapping
- ✓ Build a mental map with the software XMind

## Practical details

### Hands-on work

Creating manual mental maps, individually or in groups. Creating a map with the software XMind.

## Course schedule

### 1 Understanding the basics of mental mapping

- Understanding the principles of a mental map from its genesis.
- Releasing your mental processes with respect to memory, reasoning, decision-making, and attention.
- Accepting the learning situation to acquire the mental process of change.

### Exercise

Detecting your mental skills when faced with routine tasks.

## PARTICIPANTS

## PREREQUISITES

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## 2 Building effective, stimulating manual mental maps

- Integrating methods for creating the mental map.
- Designing your mental map: Following general principles and adding your “personal touch”.
- Telling apart different types of mental maps and identifying their respective efficiencies.
- Taking notes based on a text, with the mental map method.
- Knowing how to read a mental map.

### Hands-on work

Creating multiple mental maps for individual training. Sharing, debriefing, and findings about each person’s practices.

## 3 Using mental mapping to increase your productivity

- Knowing where to start, overcoming blank page syndrome.
- Developing collective intelligence: Working in groups with a single mental map.
- Leading a multi-person meeting with a collective mental map.
- Creating a communicable summary and encouraging feedback without grades.
- Writing up an action plan and daring to innovate.
- Memorizing without effort, making a speech dynamic and lively.

### Hands-on work

In sub-groups: Creating a manual map and using it as a basis for a collective oral presentation. Individual and group debriefing.

## 4 Creating mental maps with the software XMind

- Overview of different software and creating mental maps.
- Discovering XMind: The fundamentals of mental mapping.
- Building a digital mental map: Structure, theme, branches, etc.
- Laying out a mental map: Font, size, colors, images, tags, etc.
- Reorganizing and modifying an existing mental map.

### Exercise

Creating mental maps on a PC with the software XMind.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

## Times

Courses take place from 09:00 to 12:30 and from 14:00 to 17:30.

Participants may arrive beginning at 08:45. Breaks and lunches are complimentary.

For four- and five-day hands-on courses, sessions end at 16:00 on the last day of the course, regardless of the teaching mode..

## Dates and locations

### REMOTE CLASS

2026 : 17 June, 17 June, 14 Sep., 14 Sep., 7 Dec., 7 Dec.

### PARIS LA DÉFENSE

2026 : 17 June, 14 Sep., 7 Dec.

### LYON

2026 : 17 June, 14 Sep.

**NANTES**

2026 : 17 June, 14 Sep.