

# Course : Mind Mapping, energizing meetings with mind maps

Practical course - 2d - 14h00 - Ref. MMT

Price : 1590 CHF E.T.



Today, more and more companies are using mind maps to optimize collaborative work and save time. In this course, you'll learn how to use this tool in meetings, and how to organize your ideas in a different way to obtain a clear visualization of the actions to be taken.

## Teaching objectives

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

- ✓ Optimize collaborative work and save time
- ✓ Using mind maps as a meeting tool
- ✓ Organize ideas to visualize actions to be taken

## Intended audience

All employees wishing to use mind maps to facilitate meetings.

## Prerequisites

No

## Course schedule

### 1 Managing meetings

- Define the framework of the meeting: objective, duration, location, participants, ground rules.
- Be familiar with the different presentation formats: presentation, round-table discussion, brainstorming, debate, group work...
- Select the right animation method.
- Manage your speaking time and that of participants.
- The golden rules of effective animation.

### Exercise

Role-playing on how to position a meeting. Group debriefing.

## PARTICIPANTS

All employees wishing to use mind maps to facilitate meetings.

## PREREQUISITES

No

## 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 powerful mind maps

- Designing a quality card: principles, key stages and conditions for effectiveness.
- Discover the benefits of mind mapping in meeting management.
- Stimulate creativity, encourage participation, facilitate organization, encourage precision and memorization.

### Exercise

Production and memorization of an interview card in 5 minutes. Restitution of the interview, analysis of the cards and readjustment.

## 3 Organizing the meeting with the mind map

- Asking the right questions.
- Plan material organization.
- Build your checklist.
- Draw up and circulate agendas.
- Structuring your intervention.

### Exercise

Sub-group exercise: design a mind map to show how a meeting unfolds. Presentation and analysis of the maps.

## 4 Facilitating an effective meeting with a mind map

- Bringing all our actions together to achieve the same goal.
- Clarify and organize ideas.
- Make your speech more lively to increase its impact.
- Develop your listening skills.
- Involve each participant, manage "difficult" personalities and unblock situations.
- Identify when to use a software card.

### Exercise

Case study: using a map in a brainstorming session. Presenting and facilitating the meeting. Collective debriefing.

## 5 Ensure proper implementation of decisions taken

- Using mind maps to take effective notes.
- Quickly visualize actions to be taken.
- Summarize the meeting together and draw up a mobilizing action plan.
- Write minutes quickly and easily.
- Monitor completion of tasks and deadlines.

### Exercise

Validation of acquired knowledge: several participants draw up a summary of the training course in the form of a mind map. Collective debriefing.

### 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.

## Dates and locations

### REMOTE CLASS

2026 : 29 June, 19 Nov.