

جمعية الإمارات للجودة
Emirates Quality Association



One Day Workshop

Electronic Mind Mapping Using Mind Manager 8

**23rd June 2009
Abu Dhabi**



Emirates Quality Association (EQA)
in collaboration with
Greats Mind Network
organizes one day workshop on
**"Electronic Mind Mapping Using
Mind Manager 8"**

Brief Description

This workshop will start with the introduction of Mind mapping based on the technique developed by Tony Buzan. Mr. Buzan is widely known as the "Father of Mind Mapping". It provides a step by step procedure of preparing an electronic mind map using Mind Manager 8. Additionally, it addresses how to use Mind Manager for the creation and use of dashboards, planning & running meetings, developing effective communications and planning & managing projects. The last topic will cover extending Microsoft Office with Mind Manager. There is also a section on additional resources to assist you to achieve your personal value of an hour.

Target Audience

- Implements government projects and initiatives
- Leads the preparation for meeting the criteria of applying for Quality Awards
- Leads the preparation for obtaining standards such as ISO certifications
- Develops company strategy and products; Sells to Customers
- Plans and runs meetings; Manages projects
- Runs and or participates in brainstorming sessions
- Organizes seminars
- Prepares and delivers presentations
- Prepares and participates in negotiations

Outline program

How To Improve Memory & Comprehension

How brains work. The physiology & psychology of

learning. The visual, auditory & kinaesthetic learner. Why using the left & right brain together can help you overcome mental blocks & improve memory.

Stimulate Innovation With Effective Brainstorming

Use the Idea Blizzard to enhance spontaneity of thinking, build excitement & energy flow. Learn how to encourage everyone in your team to contribute. Differentiate between divergent & convergent thinking.

Knowledge Management

Learn to use Mind Manager as a Knowledge Management tool for capturing available resources in different electronic formats. You will learn how to use it effectively for organizing your researched materials according to any category of your interest.

Successful Note Taking & Note Making

Bridge the gap between thinking & writing. Assemble & refine your ideas without going through the time consuming process of drafting & redrafting. Create an electronic map.

Using Maps For Precision Thinking & Solving Problems

Models help to clarify and order your thinking. Create models to guide analysis, communications and implementation. Break down broad questions into specific bite sized parts.

Visual Communication For Effective Meetings & Training

What makes a good diagram work. How to present information for lasting impact. Express complex arguments & abstract concepts as diagrams. Make diagrams represent shared understanding relevant to the group not just the creator. Use Mind Manager's Presentation Mode for facilitating & presenting.

Record & Maximize Your Intellectual Capital

Map the tacit knowledge of people in your organization to prevent brain drain. Ensure critical information is always at hand & see how ideas are interconnected. Hyperlink your maps to documents, spreadsheets, databases & websites.

Speed up Project Planning & Maintain Accuracy

Use Mind Manager to brainstorm project phases & sub tasks. Simplify task planning by exporting directly to Microsoft Project or Microsoft Outlook.

Workshop Information

Duration: 1 Day (9:00 am to 5:00 pm)
Date: 23rd June 2009
Venue: Emirates Institute of Banking & Financial Studies
Al Murror Road, Abu Dhabi
3rd Floor, Room 302

Investment Per Delegate

EQA Members : 1200 AED
Non Members : 1500 AED

Note

Please confirm your seats registration immediately.
▶ Seats are limited ◀

Trainer Profile

Jijie C. Zablan is an Industrial Engineer who specialized in computerized business systems. She is a speaker, trainer and consultant on the development of human capital. Her methodology utilizes her competencies on Information Technology and human behavior. She is a genuine expert who has used mind maps for the last 10 years. She had trained entrepreneurs, managers, government officials, teachers and students on how to use this powerful tool to increase their productivity.

In October 2009, she was a co-presenter and facilitator for Knowledge Management Workshop Conducted for the Abu Dhabi Executive Council where she led the use of mind mapping as a brainstorming technique. Electronic mind maps were also used to document the discussions.

She is an active member of Toastmasters International, Dubai Human Resources Forum and ISACA.

Some of her clients include Emirates Institute of Banking, Emirates Bank, Ricoh Middle East, Axon to name a few. As the Chief Architect of the first version of the website of the Ministry of Education in the UAE, she formulated a strategy for the content development and trained the directors and committees on Information Systems. She also conducted leadership and team building workshops to enhance the skills of those involved in the project.

To register, please fax or forward the registration form shown below to:

Fax: +9712 666 3358

Electronic Mind Mapping Using Mind

Kindly register me on the following workshop. My details are as listed below:

Delegate Name:

Position:

Organisation:

Email:

Mobile:

Address:

Tel:

Fax:

EQA Contact

All dealings regarding the Workshop will be made through:

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