MindManager Fundamentals

Purpose of the event	To help individuals and organisations develop business maps using MindManager to quickly and effectively communicate ideas and information and improve collaboration.
Event objectives	By the end of the training event delegates will be able to organise, present and express ideas and information in a visually appealing and engaging way.
Format	The event uses practical exercises to help delegates rapidly develop their MindManager skills and knowledge.
Duration	Depending on the delegates' needs the training event will last from 4 hours up to a full working day.
Who should attend?	Those new to MindManager who wish to find out how to develop their own Business Maps using the product.
Topics include	Guided Tour • User interface • Navigation • Drawing maps Getting organised – Visually • Brainstorming mode • Presentation mode • Using templates and map parts • Adding images • Viewing different levels of detail • Formatting Connecting to the outside world: • Attachments and hyperlinks • Spreadsheet linker Using MindManager for: • Recording meetings • Facilitated workshops • Planning sessions • Presenting ideas • Project management Export Maps to: **Microsoft Word, PowerPoint, Visio, Project**
About the instructor	John Humphries has been using mind mapping techniques and facilitation tools as part of his Project Manager's "toolkit" since the early 90s and became a Mindjet Certified Trainer in September 2006.
Pre-requisites	Each delegate should have computer access to MindManager for the training event. For in-company events a data projector should also be provided. *Note: If you do not have MindManager installed on your computer, we can install a 21 day trial version of the software, so you can try before you decide to buy.*
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