

Clarify your ideas in a meeting with the mind map



EP-18 2 Days (14 Hours)



Description

Effective meetings save considerable time. In addition, they mobilize company stakeholders to achieve their objectives. However, in the absence of suitable techniques, certain meetings turn out to be counterproductive. The mental map (also called heuristic diagram, or mind mapping) develops the efficiency and impact of meetings. It is a simple, fun and stimulating tool that likes to explore innovative, creative and offbeat methods.

Who is this training for ?

For whom

Anyone who regularly leads and participates in meetings or working groups and who wants to develop the impact of their meetings and interventions by using the mind map.

Prerequisites

Aucune

Training objectives

- Discover how the brain works to use it better.
- Know the rules of the mental map.
- Know how to define a meeting objective.
- Clarify and organize your ideas differently: allow yourself to write, trace and draw.
- Involve and mobilize the participants, the facilitator, the editor by distributing roles in the meeting.
- Take useful notes: selected, structured and easy to remember.

Training program

Construire des cartes mentales efficaces et stimulantes

- Exploit the full potential of your brain: creativity, memory, structure, reading, action.
- Integrate mental map development techniques.

Préparer la réunion avec la carte mentale Définir l'objectif de la réunion.

- Prepare the agenda.
- Prepare your intervention.

Prendre appui sur la carte mentale pour faire vivre la réunion

- Make all interventions converge towards the same objective.
- Create the link between interventions and stakeholders.

Prendre la parole avec impact grâce à la carte mentale

- Structure your intervention.
- Be precise and concise.

Prendre des notes efficaces grâce à la carte mentale

- Note the essentials.
- Remain available to listen and intervene.
- Write the report quickly and easily.