

The Introduction to Mind Mapping ½ day workshop session plan example:

- A mini-workshop is app €595 (inc travel and sundry expenses if in Dublin city – if outside call for quotation))
- Begins with a PowerPoint presentation, then a break, then a learning by discovery facilitated groups session.
- Includes an explanation of ‘paper’ and ‘computer’ mind mapping, + flip chart work and ‘visual note taking’ variations.
- Assumes onsite in your Dublin city training room - for as many attendees as the room will comfortably accommodate – including space to break people into groups seated at a table. Requires a projector (and optional microphone if the room needs it).
- I bring mind map books and page examples to loan for learning by discovery group resource materials – if you want me to provide books and materials to leave for your staff please ask for them to be added to a quotation.

Modules (session plan) – this table shows the plan for a half day session, including timetable, structure, and content. (Flexible module subject to change if circumstances change. Content will have a bespoke element created for the client.)

Name: Veronica Walsh	Date: To be decided
Location: Your training room.	Time/ Duration: 3½ hours half day workshop – morning/afternoon optional
Group: To be decided by you	Number Of Learners: depends on room capacity and comfort
Topic: A practical introduction to mind mapping	Type: Presentation plus best practice learning by discovery / experiential
Aim: - To give learners an introduction to the theory of mind mapping and visual note taking – what/why/how – and to facilitate learning by discovery application.	
OBJECTIVES <i>By the end of the session engaged learners will:</i>	
<ol style="list-style-type: none"> 1. Know what the theory of Mind Mapping and Visual Note Taking is. 2. Understand the structure of creating a mind map and taking visual notes using keyword, colour, and imagery elements. 3. Have created a group mind map (paper and markers). 	

Time	Description	Tutor activity	Learner Activities	Resources
9:30am – to 9:40am	Hello	Who am I? – what’s in it for you? – Aims and Objectives – Timelines/workshop explanation ’	Listening	-
9:40am – to 10:55am	An introduction to mind mapping and visual note taking	Fun and fast graphics based PPT presentation to introduce the theory and examples – from how the brain works with data, to how mind mapping works with everything from taking notes to public speaking to interviews to exams...	Listening, interaction .	Powerpoint AV Microphone (optional)
10:55am	Wrap first part...	What’s going to happen after the break...	Listening	
11:00am		Refreshments Break		
11:15am – 12:45pm	Group work	Divide into groups, explain guide and facilitate guided each table in creating a group mindmap from start to finish. (Bespoke, theme to be decided on by the booker).	Working in groups, interaction, discussion, creation....	Example materials/books, coloured markers, flipchart pages.
12:45pm – 1pm	Group presentations	Two representatives from each group present their mindmap to the room, walking listeners through the reasoning for the choices of keywords and imagery and structure with their mind map choices.	Presenting or listening	Laser pointer and microphone (optional)
1pm		FINISH		

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