Tony Buzan's Mind Mapping Techniques for the Workplace with Betty Kan

Research has shown that the human brain has a much larger ability and potential than we think. Yet the one potent resource which each of us readily possess is by no means fully tapped or developed. It has often been said that people are the only real resource and hence, the task of developing our mental skills would be of utmost importance to the individual and any organisations.

If you know how to harness inter-connected thoughts at work or at home, your task management will prove to be more effective, creative and hence fruitful. Tony Buzan, the inventor of the revolutionary Mind Map thinking tool, transforms the way organisations and people think and work to achieve optimal success and performance.

In this experiential workshop, Betty Kan will help you to activate your inert brain skills and adopt whole brain thinking for greater creativity and productivity. You will also learn how to apply practical Buzan BrainSmart techniques onto creative brainstorming, daily task planning as well as effective problem solving with the knowledge and techniques developed by Nobel Prize Nominee, Tony Buzan.

Who should attend?
This workshop is especially beneficial to managers, executives, IT professionals, engineers, administrative personnel, secretaries, personal assistants and anyone who wish to develop their mental skills to achieve optimal work performance.

“I've attended many mind-mapping courses but nothing matches today's session by Betty Kan. This workshop is interesting and we can apply the techniques that we learnt almost everywhere!”
- Eric Tan, PSB Academy

“Very inspiring course. Betty is very knowledgeable and delivered well. I have learnt a lot from this course and will continue to use it.”
- Jeroy, Singapore Prison Service

“Very interesting and mind-opening. I will definitely recommend this course to others to attend.”
- Andy, Changi Airport Group

Ms. Betty Kan, ThinkBuzan Licensed Instructor & Advanced i-MindMap Instructor
Tony Buzan’s Mind Mapping Techniques for the Workplace
with Betty Kan

Workshop Objectives
Participants will learn in-depth and practical Tony Buzan’s Mind Mapping techniques on:
- How to activate their inert brain skills to achieve infinite possibilities
- How to adopt whole brain thinking using the original Buzan Mind Mapping® techniques
- How to apply practical Buzan Brain Smart techniques to:
  - Information management through effective note making
  - Creative Brainstorming with 5 times more and better ideas
  - Effective Meetings and Note Taking
  - Daily Task Planning
  - Creative Problem Solving
  - Accurate Decision Making
  - Quick Thinking and Presenting (pitching ideas)
  - Information Recall and Memory

Methodology
This lively and interactive hands-on workshop requires extensive participants’ involvement. It gives them ample opportunity to practise the new techniques acquired. This Buzan workshop comprises interesting bite-size lectures and presentations, individual exercises, small group discussions and presentations, self-awareness questionnaires, brain breaks for reflection and integration, multi-media presentation, games and activities, role play and case studies.

Workshop Highlights
What is Global Mental Literacy?
- Discover How your Brain Works
- How to Tap into your Infinite Creative Potential
- Learn How Geniuses Think
- Divergent and Radiant Thinking

Introducing the Buzan Mind Mapping Technique
- Buzan Laws of Mind Maps®
- Buzan Mind Mapping Techniques
- Generate 5 times more and better ideas

Buzan Mind Maps for Presentation
- Eliminate the use of notes
- Stand out from the crowd with revolutionary Mind Map presentation

Radiant Note Making Technique
- The 10% Key Point Rule
- Basic Ordering of Ideas

Creative Problem Solving Technique
- What is Creativity?
- Measuring Creativity
- Defining and Identifying Problems
- Process of Creative Problem Solving

Mind Map for Greater Accuracy in Decision Making
- Determining the Criteria for Decision Making
- Consider All Factors Using Mind Map
- Using the Mind Map® Weightage System for Accurate Decision Making

Running Productive & Effective Meetings
- Using Mind Maps® template for Meetings
- Taking Notes, selecting key words and visual recording
- Keep meetings focused and avoid drift
- Interpretation of Mind Map® Minutes

ORGANISED BY
LCI Executive Seminars Pte Ltd
195 Pearl’s Hill Terrace, #03-47
Singapore 168976
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Email: info@lciseminars.com
www.lciseminars.com

About the Organiser
LCI Executive Seminars Pte Ltd provides quality training in communication and managerial skills for corporate organisations. Our public workshops and customised in-house training programmes are tailored to help professionals develop new workplace skills or enhance their existing skills. Some of the organisations that have sent employees to our public workshops include Canon Singapore, Changi Airport Group, Government of Singapore Investment Corporation, Ministry of Finance, Mitsui & Co., Siemens and Temasek Holdings.

About the Trainer
Betty Kan is a ThinkBuzan Licensed Instructor, an Advanced i-MindMap Instructor and a Certified Professional Trainer (IPMA, UK). She has also attained an Advanced Certificate in Training & Assessment under the Singapore Workforce Skills Qualification framework. Betty graduated with honors from California State University.

Betty is also a Sub-Committee member of the Singapore Training and Development Association. Her prior professional history involved working with renowned litigation lawyers in the United States, handling public relations, marketing and business development functions for over a decade. Some of Betty’s workshop participants were from KPMG LLP, Land Transport Authority, Ministry of Home Affairs, OCBC Bank, Reed Exhibitions, Singapore Tourism Board and United Overseas Bank.

TERMS AND CONDITIONS
1. Please make your crossed cheque payable to ‘LCI Executive Seminars Pte Ltd’ and mail to: LCI Executive Seminars Pte Ltd, 195 Pearl’s Hill Terrace, #03-47, Singapore 168976.
2. Payment must be received by us one week before the date of the workshop.
3. Refund or cancellation will not be allowed after confirmation of registration and/or payment. You may send a replacement should the registered participant be unable to attend.
4. LCI Executive Seminars Pte Ltd reserves the right to make changes to the workshop schedule and venue if warranted by circumstances beyond its control.

REGISTRATION FORM
Fax to LCI Executive Seminars Pte Ltd at (65) 6536 0802

Please register me/us for the workshop, “Tony Buzan’s Mind Mapping Techniques for the Workplace” on ___________ 2013 at S$750 / S$720 nett per person (including buffet luncheons, coffee breaks and workbook)

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