



## KNOWLEDGE TRANSFER

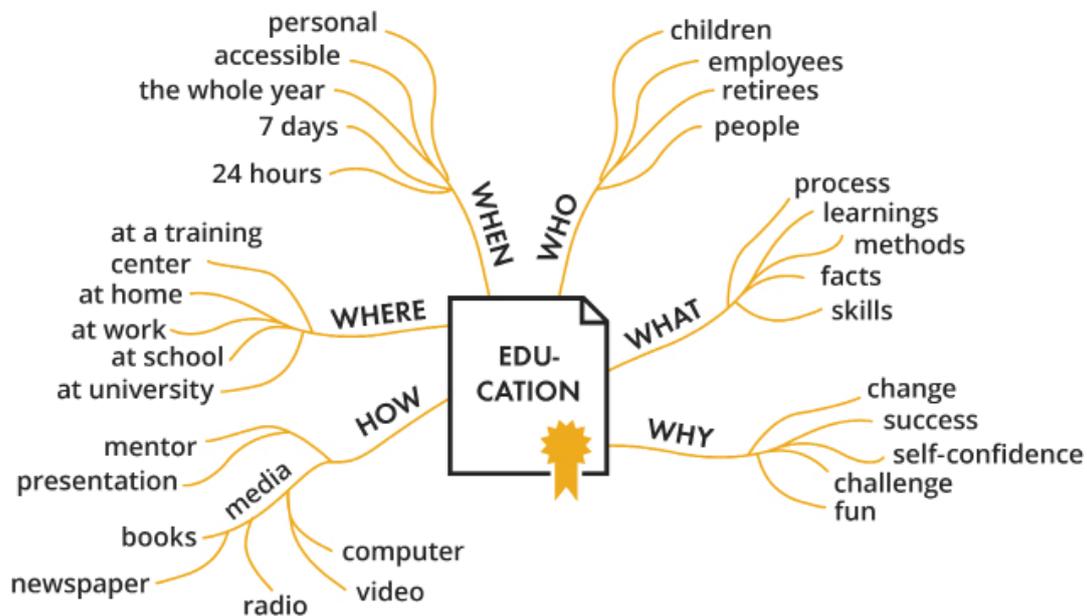
### Clip 10 How to create a Mind Map

Making a mind map is a creative technique based on the latest understanding of how the human brain works.

A mind map allows you and your trainees to develop a topic and present it visually. Mind maps are tree diagrams with labels and show the inter-connecting relationships between ideas. Information may be better retained through linking existing and new knowledge.

Mind maps can be used wherever written reflections are to be documented, such as when taking notes, structuring texts, looking for ideas, planning projects, making presentations and preparing for exams. Mind maps are also useful for learning foreign languages, new vocabulary and technical terms. Linking words and concepts with images helps to keep the material fresh in your in memory.

Here is a mind map on the subject of “Education”.

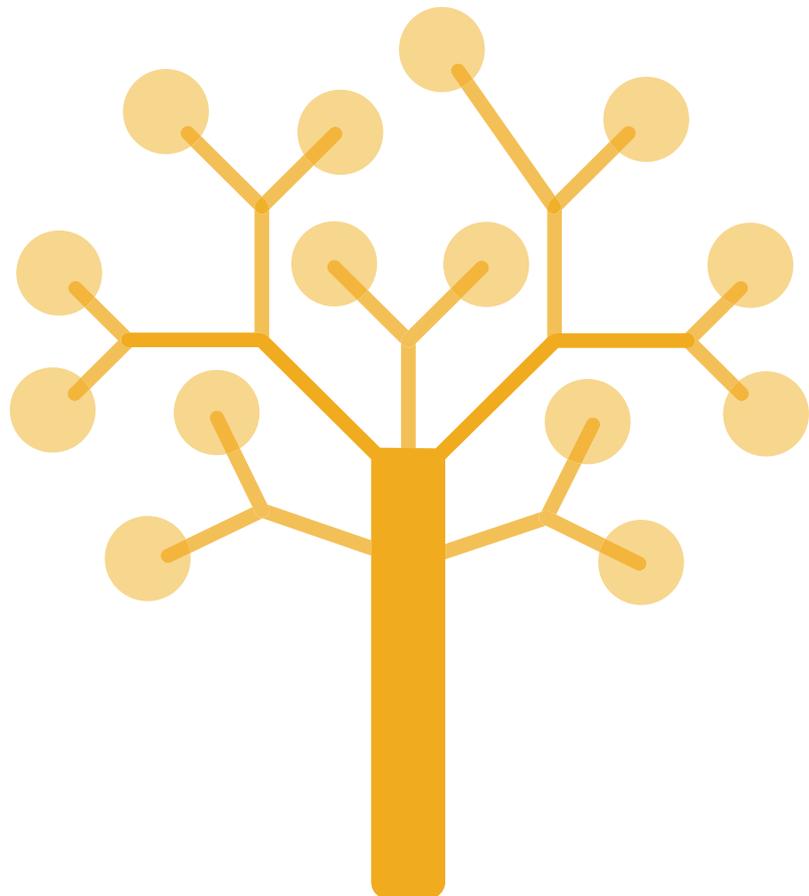


The theme of this mind map, in this case Education, is the central element. This is represented with an image. The main themes collected are represented as primary branches. Each branch is designated by its own theme. In this case, the main themes are: Who, What, When, Where, How and Why. From these major themes, smaller branches sprout with their own themes. The structure of a tree develops. In the main branch for the key word “Why?”, for example, we see that the author of this mind map looks at the themes of “change”, “success”, “self confidence” and “challenge”.



How do you create a mind map? It's always important to first define the theme of the mind map. Then create a list of relevant terms by brainstorming individually or in groups. Following this, give all trainees a large sheet of paper and write the topic to be considered in the centre of the paper. The collected ideas are arranged around this core to form an overall picture. In this way, it's possible to assign important concepts, general ideas as "keywords" for the main branches, distinguishing primary and sub-categories. Offshoots develop by depicting interconnected relationships. The most important concepts are closer to the centre of the paper, with less important ideas on the edge. You can demonstrate the unity and clarity of various thoughts by using different colours and icons, images and figures.

For those who create them, mind maps are a terrific tool. However, the key concepts and associations are determined personally and are often not clear to others. The structure is also not usually easy for others to appreciate. A mind map is never self-explanatory, so it has to be presented to the reader. Mind maps can also become confusing quickly without a structure of hierarchy. This challenge can be overcome by using the advanced method of "Concept Maps". You will learn more about those in the next clip.



#### Disclaimer

This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.