

Effective projects with **MindManager**



OUR TRAINING

- **Basic Training**
Be more effective in your work. Create, Visualize and Collaborate with colleagues. MS Office export and integration.
- **Project Focused Training**
Structure resources and personnel with transparent planning, meeting schedules and Gantt charts.
- **Business Focused Training**
Consider your business model in order to identify problems and / or opportunities in relation to market competition. Contains ideation and business decisions with 2 x 2 matrices.

Work with MindManager in its full potential

The courses are offered as an on-site company specific training. Solve problems and find innovative opportunities to beat your competition. Structured brainstorming and creativity techniques are supported by MindManager to leverage your effectiveness in business development.

Realize AB has 13 years of experience in creative business development and has trained managers, project managers, sales and marketing people in many leading companies. We have in cooperation with MindJet LLC developed essential parts of MindManager, and in addition we offer our expertise and support to help you make the best use of the software.

Realize AB
New ideas New Business

MindManager Project Training



This training is company specific, held at your location, and is built around examples relevant to your project challenges and current situation. We teach you how to use the MindManager Project mode and show you how MindManager can complement and enhance your existing project management tools.

MindManager combines a structured and yet creative way of working. The result is more efficient operation and navigation towards your next innovation and business opportunity.

MindManager include e.g. tools for idea evaluation, 2x2 matrices for resource allocation and a simple to use Gantt chart for instant update of project status.

" We work with small and large, yearly recurring projects and it is valuable to be able to get a better overview of all parts."

– Lena Sjöstrand, project coordinator at Göteborg & Co.

" We got a very good start with training from Realize AB who pedagogically taught us how to use MindManager in various areas"

– Maria Eriksson at Adidas Group.

" For us as journalists, is not enough with a PM when we do our planning. We need the pictures, symbols and overviews that you can get from a mind map"

– Erik Fichtelius at UR.

For more information about our products and services available on the Internet at:

www.mindmanager.se

Content

- The training includes both basic and advanced sections with accompanying exercises. Training materials are included.

Key features in MindManager

- Create, edit and organize your mind maps
- Link to documents, files, and Web pages
- Working with notes and comments
- Layout and images

Integration to MS Office

- Export to Word, PowerPoint, and PDF files from mind maps
- Create a mind map from Word documents
- Integration with Excel and Outlook
- Create web pages from mind map

MindManager for more effective meetings

- Using MindManager in meetings
- Mind map as a working document
- Meeting Templates

MindManager for brainstorming

- Support for the steps in Brainstorming
- Capture and structure ideas
- The creative process

Project

- Create an overview of projects
- Planning Functions
- Filtering on project attributes, resources, priorities, times etc.
- Access to the Gantt chart (timeline)
- Working in groups
- Multiple Maps

- Concluding Q & A session

Participants bring their own computer with the latest version of MindManager installed.

Contact us for a package price of education in connection with the purchase of MindManager, +46 31-7605400 or info@realize.se

OUR SERVICES

Education

Technical Support

Installation and configuration

Business Development

Creativity



Realize

New Ideas New Business

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