

Global Leader in Training

Management Solutions for Management Development

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Mind Mapping and Critical Thinking

Syllabus / Course Outline

1. Course Description

This course introduces participants to powerful mind mapping techniques and structured critical thinking tools to enhance problem-solving, creativity, and decision-making. Participants will learn how to organize ideas visually, analyze information logically, evaluate options objectively, and think more strategically in both personal and professional contexts. The program focuses on improving clarity, productivity, and the ability to reach sound conclusions through structured thinking processes.

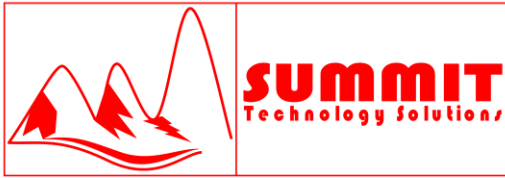
2. Learning Objectives

By the end of the course, participants will be able to:

- Create effective mind maps for planning, problem-solving, and brainstorming.
- Apply critical thinking frameworks to evaluate information objectively.
- Identify assumptions, biases, and logical fallacies in reasoning.
- Improve clarity and structure in decision-making processes.
- Analyze complex issues using visual and analytical tools.
- Strengthen creativity, memory retention, and strategic thinking.
- Develop structured solutions and action plans using mind maps and critical thinking methods.

3. Target Audience

- Executives, Supervisors, Managers
- Operations, Engineering, Office Administration, HR, and Support Functions
- Project teams and staff involved in problem-solving or decision-making



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- Individuals seeking to improve clarity, creativity, and analytical skills
- Anyone who wants to think smarter, faster, and more strategically

4. Course Outline

Module 1: Introduction to Mind Mapping

- What is mind mapping?
- Benefits of visual thinking and brain-friendly learning
- When to use mind maps

Module 2: Creating Effective Mind Maps

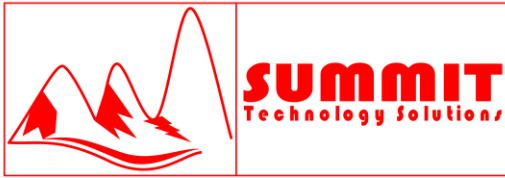
- Rules and principles of mind mapping
- Using colors, branches, keywords, and images
- How to structure a mind map for clarity and efficiency
- Hands-on mind map creation exercises

Module 3: Mind Mapping for Work Applications

- Planning tasks and projects
- Brainstorming ideas
- Note-taking and summarizing information
- Problem-solving and root-cause identification
- Decision-making using mind maps

Module 4: Fundamentals of Critical Thinking

- What is critical thinking?
- Analytical vs. creative thinking



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- The role of logic in decision-making
- Identifying assumptions and hidden meanings

Module 5: Critical Thinking Tools & Frameworks

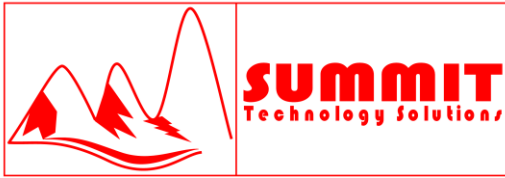
- 5 Whys analysis
- Root cause analysis (Fishbone diagram)
- Comparing options using decision matrices
- Identifying logical fallacies and bias
- Structured questioning techniques

Module 6: Problem-Solving Using Critical Thinking

- Breaking down complex problems
- Separating facts from opinions
- Interpreting data and evidence
- Evaluating risks and possible outcomes

Module 7: Integrating Mind Mapping with Critical Thinking

- Turning analysis into visual maps
- Using mind maps for strategy and planning
- Converting critical thinking results into actionable plans
- Case studies and real-life applications



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Module 8: Practical Application & Action Plan

- Group activities and real-work mind map creation
- Critical thinking mini case studies
- Personal improvement action plan
- Applying techniques for continuous improvement