Garnet
Garnet Global Training Center

GGT-PD-125

Personal Effectiveness & Office Skills

Mind Mapping & Note Taking

الخرائط الذهنية وتدوين الملاحظات

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Intermediate (practitioner)**

Overview

Participants in Mind Mapping & Note Taking practise the methods, tools and standards they need to perform reliably and solve problems on the job. Core skills that make every professional more productive and easier to work with. You can join a public session in one of 20 cities or live online, in English or Arabic, or bring the course in-house with examples from your own operations.

What you will be able to do

- Apply the methods and standards of Mind Mapping & Note Taking to real tasks.
- Diagnose common problems and identify root causes.
- Interpret data and results correctly and act on them.
- Follow safe, compliant and documented work practices.
- Avoid the mistakes that most often cause rework or failure.

Who should attend

Employees at all levels, new supervisors and administrative staff. Practitioners with one to five years of experience benefit most.

Key topics

- Time and priority management
- Communication and writing
- Working with others
- Problem solving
- Digital productivity
- Personal development planning

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

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Email: info@garnettrainings.com

Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 Mind Mapping & Note Taking: principles and standards

- Working with others
- Checklists and templates to take away

Day 2 Methods and tools in practice

- Problem solving
- Digital productivity

Day 3 Diagnosis and problem solving

- Personal development planning
- Group discussion and peer review

Day 4 Quality, safety and documentation

- Time and priority management
- Measurement and reporting

Day 5 Workshop, assessment and action plan

- Communication and writing
- Hands-on workshop on a workplace challenge

10-day outline

Day 1 Mind Mapping & Note Taking: principles and standards

- Working with others
- Checklists and templates to take away

Day 2 Methods and tools in practice

- Problem solving
- Digital productivity

Day 3 Diagnosis and problem solving

- Personal development planning
- Group discussion and peer review

Day 4 Quality, safety and documentation

- Time and priority management
- Measurement and reporting

Day 5 Workshop, assessment and action plan

- Communication and writing
- Hands-on workshop on a workplace challenge

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Common mistakes and how to avoid them

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- Regional and international case studies

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
11–15 Jan 2027	5-day online	Live online	Arabic	2,950
16–27 May 2027	10-day classroom	Kuwait City	English	8,950
20–24 Sep 2027	5-day classroom	Dubai	Arabic	4,750
10–14 Oct 2027	5-day classroom	Doha	Arabic	4,750
20–24 Feb 2028	5-day classroom	Muscat	English	4,750
5–9 Mar 2028	5-day classroom	Manama	Arabic	4,750
5–16 Jun 2028	10-day online	Live online	English	5,450
13–24 Nov 2028	10-day classroom	Singapore	English	8,950
12–16 Feb 2029	5-day classroom	London	English	4,750

Dates	Format	City	Language	Fee (USD)
10–21 Jun 2029	10-day classroom	Cairo	English	8,950
19–23 Aug 2029	5-day classroom	Manama	English	4,750
10–14 Sep 2029	5-day online	Live online	English	2,950
7–11 Jan 2030	5-day classroom	Geneva	English	4,750
4–15 Mar 2030	10-day online	Live online	English	5,450
15–26 Sep 2030	10-day classroom	Amman	English	8,950
7–11 Oct 2030	5-day classroom	Dubai	English	4,750

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/