

# Mind Mapping

Course code: KORMDMAP

Nowadays, we are overwhelmed with information, yet we often do not know how to work with it effectively. We can take notes, write lists, and store data, but we often lose sight of the bigger picture and the connections between things. This workshop shows how to structure information so that it supports thinking, decision-making, and communication. Here, we do not see mind mapping as drawing pictures, but as a tool for clearer thinking. We will explore how attention, working memory, and learning function, and why the way we record information influences the quality of our thinking. During the day, participants will practice mapping while planning projects, solving problems, and preparing meetings. The workshop also includes working with current work priorities and real topics that participants are dealing with. The workshop is highly practical. We primarily work with paper and pencil. The goal is not to create complex visuals, but to learn how to think more clearly, effectively, and with greater confidence.

## Who is the course for

The course is designed for anyone who needs greater clarity in their topics and wants to structure their thoughts so that others can understand them as well. It is suitable for those who work on projects, lead meetings, or prepare presentations.

## What we teach you

- Structure complex information clearly and understandably
- Create functional mind maps for planning and decision-making
- Work with keywords and topic hierarchy
- Improve orientation in projects and tasks
- Use maps to prepare meetings and presentations
- Work more effectively with attention and mental capacity

## Required skills

No special knowledge or previous experience with mind maps is required. The course is suitable for beginners as well as for those who want to clarify and make their way of working with mind maps more effective.

## Teaching materials

Gopas guide book for this course.

## Course outline

- Why linear note-taking is not enough – the limits of lists when working with complex information
- Basic principles of mind maps – center, branches, keywords, hierarchy
- Using mind maps for problem-solving and project planning
- Mapping for meeting preparation and structuring presentations
- The brain, memory, and learning – how structure influences understanding and retention
- Mind maps as a tool for working with priorities and decision-making
- Mind maps in practice – when to use them and when to choose a different tool

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