

# Seminar Outline

## 1. Mind Maps® for Personal Productivity

- Practical application to faster note-taking, planning, systems analysis, presentation preparation.
- How to keep meetings short.
- How to improve decision-making and time management.
- Improved organisation of thought.
- How to “turn on” the right hemisphere for better memory, creativity, negotiating and industrial relations.

## 2. Memory Skills

- How memory works.
- How to improve long and short-term recall.
- Practical mnemonic techniques for recall of names, faces and lists.
- How to get your money’s worth from seminars.
- How to boost recall of a study session.
- How to time your presentation right.

## 3. Creativity and Problem-Solving Skills

- Techniques to improve personal creativity.
- How to manage the brain-storming process.
- The mind/body chemistry of the ‘Aha!’ response.

## 4. TurboReading®

- Improve speed and comprehension over a wide range of applications.
- How you can upgrade your reading skills with minimum practice.
- Turbocharge your in-basket!

## 5. The Brain

- Brain function and potential - hardware of the cosmic computer.
- How to break unwanted habits and alter negative attitudes.
- Mental set and how to improve self-image and motivation.

- How to improve productivity by use of breaks and “buffer zones”.
- The “common denominator” in all outstanding leaders and intellectuals.
- How to activate the brain’s motivation centres.

## 6. PowerLearning®

- How to improve your concentration.
- How to improve your achievement of personal learning objectives by the application of appropriate strategies.
- How to gut a software manual or textbook in an hour.

## 7. Stress Management Skills

- What is stress?
- How to use rest, exercise, diet, life-style and expansion of consciousness to attain self actualisation.
- How understanding your body type can help you make appropriate life-style choices.
- Brain optimising software for greater creativity and reduced stress.

# Who Should Attend

If you are a director, manager, HOD, DP or IT professional, or studying for a higher qualification, or someone whose time is of vital importance – register today. You are vitally interested in increased personal effectiveness, in maximising your individual creativity and motivation.

And you will be able to put the practical techniques you learn to immediate use. These techniques require very little practice because you are using the brain the way it is designed to be used. This accounts for a uniquely high implementation factor - you use the techniques because they feel easier and work better.

Can't find 3 days? Inquire about our Monday afternoon modular option!

*This workshop is also available in the UK, Canada, USA, Western Europe and Australia. Special rates are available for spouses and in-company courses.*

# Scope and Objectives

If you've ever been stuck for a name, lost your cool under pressure, or worked all night to meet a deadline - you're not alone.

Psychologists have long pointed out that most of us use only a fraction of the potential of our brains. Which is not surprising when you consider that most of us have been taught more about the operation of a simple electric toaster than about the workings of the brain - the most complex and fantastic piece of computing equipment in the known universe.

If you are going to stay ahead of your competition in this hectic age you need to know how to get the most out of your brain with its billions of working parts and almost infinite complexity. You will be pleased to know that by applying some of the latest research findings in brain function to the way you set about certain tasks, you can realise truly staggering improvements in abilities.

During these intensely practical three days you will come to respect the amazing capacity of your brain. You will learn a range of powerful thinking, learning, planning and communication skills. You will also:

- improve your memory.
- improve your creativity.
- learn how professionals in public life never forget a name.
- learn how to cut meeting times in half.
- learn practical ways to control stress.
- learn how to boost your own or your children's achievements at school, university or technikon.
- dramatically improve your personal effectiveness and productivity.

Make this new knowledge based on the latest research work for you!

### HR Directors please note:

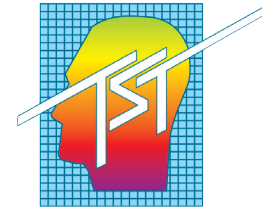
This workshop is an essential module in any empowerment programme. It actualises the Critical Cross Field Outcomes of the NSDS.

Presented by:  
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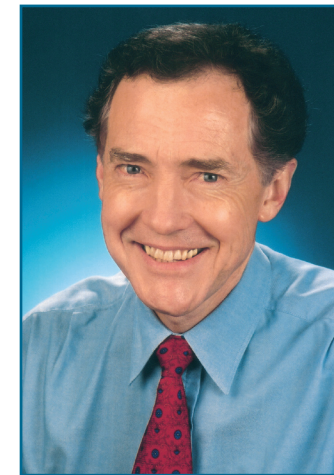




Presents

# Thinking Skills

- Learn new material quickly & effectively!
- Solve problems creatively!
- Work smarter, not harder!



Dr Richard Broome

25-27 July 2006	<b>Venue</b> 19 3rd Street Houghton	7 - 9 November 2006 12 - 14 December 2006
19-21 September 2006		

## Client Quotes

IBM:

"Your course had the highest implementation factor of any that we can recall. People are using it - we find mind maps everywhere - including in the classroom."

Iscor - Leon Lamprecht:

"Just what we needed. Stimulating, enjoyable, relaxing, informative, practical"

Middelburg Steel & Alloys:

"The proof of the pudding is that almost 100% of those who did the course 6-7 months ago are still committed to the techniques and use them every day - which has contributed greatly to efficiency and communication within our group."

Errol Kristal - Wimpy Restaurants:

"Without doubt the most fascinating and value-for-money of many management/development courses I have done over the last 25 years."

Peter Bishop - Merrell Dow Pharmaceuticals Australia:

"The motivational level at the end of the course to implement your techniques into my daily routine was higher by far than any other course I have attended."

Sylvia Shearer - Psychologist:

"You're on to something miraculous."

Leanne Francis - Commonwealth Bank of Australia:

"Best course I have attended. Usually there is little audience participation and I lose interest. I found this course fascinating and have learned a great deal to help me at work and in my personal life."

## More about this Workshop

This workshop is based on the work of British lecturer, author and consultant, Tony Buzan. It is presented in many countries by specially trained and individually gifted instructors. It is the basis of the universally acclaimed "Use Your Head" BBC TV series and British Television's "The Enchanted Loom". The workshop is constantly up-dated with the latest brain research findings. It is now NQF aligned and credit bearing with provisional accreditation from the Services SETA (decision no. 0943/04/07/05)



## Fees

The fee for this 3-day intensive, which is payable in advance, is R6 995,00 for individual delegates. The group rate for three or more delegates is only R4 995,00 per person. Fees include the cost of manuals, course materials, a Mind Map Starter Kit (value R300), luncheons and refreshments. Please enquire about our very special low rates for spouses and in-company courses. Rates include VAT (VAT No. 4950121857).

## Course Leader

Richard Broome has presented this workshop to the acclaim of thousands of managers, professionals, students and salespeople from hundreds of companies in South Africa and overseas for the past twenty years. They typically rated the session "informative and very, very enjoyable - useful, relevant and very practical" - ensuring implementation after the workshop.



Dr Richard Broome

Richard Broome has worked in many countries including Canada, the UK, USA, and Australia. He has a penetrating and up-to-date interest in current brain research and a merchant banking and management consultancy background. Initially an engineering graduate, Richard actually started work as an airforce and airline pilot, studying psychology on his days off before resigning from South African Airways to go to business school for an MBA and

entering management consultancy. He has an interest in community work and has run education and development projects in Soweto and Alexandra townships. He has appeared on South African and Australian national TV, spoken on numerous radio talk shows and published many magazine articles on stress and the development of human potential.

He holds a BSc in Electrical Engineering from Natal University, an MBA, and a PhD in Business Administration from the University of Cape Town. His research field is stress management and organisation development. He relaxes by flying old military aeroplanes.

## Easy Ways to Register

- Complete and return the registration form or
- Phone us at (011) 483-0685/4 or
- Fax us at (011) 728-1280 or
- E-mail us at <think@icon.co.za>

## Cancellations, Refunds and Transfers

There is no charge for cancellations made more than five complete working days before the seminar.

*Cancellations made less than five working days before the seminar are subject to the entire fee.*

However, substitutions may be made at any time. Prepaid registrations may be transferred with full credit at any time prior to the seminar. Subsequent transfers incur R300 admin fee.