



Soft Skills

7
CPD units



ACCA

Sharpen Your Skills Today: Attend the Mind Mapping® for Business Workshop

Date

12 September 2008, Friday

Venue

**British Council, Professional
Development Centre**

143 Cecil Street, #17-01
GB Building
Singapore 069542

Time

(Inclusive of 2 Coffee Breaks,
Mind Mapping Book and GST)

9:00am - 5:00pm

(Registration from 8:45am)

Fee

S\$285

ACCA Members, Affiliates &
Students

S\$340 Non Members

Enrolment Deadline

5 September 2008, Friday
or earlier if the maximum
capacity is attained.

***Class size is limited to 18
participants only***

****Please note that space is limited
so book your place as soon as
possible***

Mind Mapping® is a powerful tool that allows you to make the best of your brain power. Millions of people worldwide successfully use Mind Mapping® at work and at home. Find out how you can use it to make decisions, solve problems, take notes, organise, plan and innovate.

The Mind Mapping® workshop focuses on the most up-to-date understanding of the brain and the development of thinking skills using Tony Buzan's world famous Mind Mapping technique.

The Learning Objectives:

On completion of this training, participants will be better able to:

- take and make effective notes
- improve their memory
- enhance their concentration
- increase their creativity
- learn effectively
- organise and present information clearly
- plan effectively
- make thinking, learning and working more fun

The Programme outline:

The programme is a 1 day course (7 hours long) and covers these learning points:

- Introduction to Mind Mapping®
- The Laws of Mind Mapping®
- Mind Mapping® exercises and applications
- Power Browsing
- Note taking at work
- Mind Maps® as a problem solving tool
- Note making – Mind Explosions

Who should Attend?

Everyone who wants to enhance their business and personal prowess

ACCA Soft Skills

Enrolment Form for "Sharpen Your Skills Today: Attend the Mind Mapping ® for Business Workshop"

- Friday, 12 September 2008 at *British Council, Professional Development Centre***ACCA****Contact Person's Particulars**

Contact Person : _____ Membership No.: _____

Designation : _____ Company : _____

Tel : _____ Fax : _____

*Address : _____

E-mail : _____

(FOR CONFIRMATION, PLEASE PRINT IN BLOCK LETTERS)

All Participants Details (Single cheque payment)

Name of Participant/s	Company/Title	Reg No. (If applicable)	Amount
Amount Payable:			

Payment Method

<input type="checkbox"/> Cheque payable to "ACCA Singapore Pte Ltd"	Bank	Cheque No.
<input type="checkbox"/> Visa / <input type="checkbox"/> Mastercard	Card No.	
*CVV2 No. <input type="text"/>	Expiry Date (MM / YY) /	
Cardholder's Name		Cardholder's Signature
		Date

Important notes:

1. ACCA Singapore reserves the right to cancel or make any adjustments to the event.
2. Enrolment by fax is NOT accepted.
3. **Please indicate on the reverse side of your cheque, Your Name, Contact Details and Event Name.**
4. Full payment must be received prior to the event. Registration forms submitted without payment will not be accepted.
5. Enrolment is on a first-come-first-served basis.
6. No cancellations 3 days before the event but substitutions will be permitted.
7. Enrolment confirmation will be sent via e-mail to each enrollee after enrolment dateline.
(E-mail address must be provided)
8. Receipts & Invoices will be issued upon request.