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CREATIVITY & INNOVATION

# MIND MAPPING FOR ACCOUNTANTS



Training Fees : MYR700.00 (No SST)

Date : **17<sup>th</sup> May 2019 (Friday)**

Venue : **Avenue Business Centre,  
Block E111 Phileo Damansara 1**



**SW PROJECT CONSULTING  
SDN BHD** (1001320-A)

Course Leader:

**Stanley Wong Kah Leong**

This course is designed for the people who want to excel themselves by thinking ahead amongst the peer, think out of the box and organize great ideas in their working life. This course analyzes our working habits, transform to breakthrough and be organized in any aspect of our life. It uses the proven methodology from Tony Buzan famous mind-mapping technique to coach the executives to break through their old behaviors and unleash their innovative mind and creativity to the maximum. Think out of the box and organized thinking are two essential skills that a professional must have in today working life.

Stanley Wong graduated in Malaysia with a MSc of IT (Project Management) and a member of Malaysian Institute of Accountants. He is a HRDF registered training provider and Certified Professional Trainer. Stanley attended mind mapping training in Dubai with the accreditation from Tony Buzan, the inventor of mind map. Stanley plans to use his accreditation as Buzan Mind Map instructor to formulate public training packages for Malaysian professional. In addition to the innovation and creativity training courses, he will combine mind mapping and project management for the SST | GST System Changes implementation project and training. iMindmap is the application that Stanley is going to introduce to its clients and visualize deliverables in front of the clients for the presentation.



## Who Should Attend:

- All levels of organization staff
- Company Secretary, Accountants / Finance Managers / Finance Executives who want to enhance their innovative techniques, be organized and analytical
- Business professional and Entrepreneurs in any disciplines
- Knowledge Workers



## Learning Outcomes:

At the end of this program, the participants shall gain knowledge on the following:

- Nurture creativity and innovation within your inner self
- Mind Map Laws and whole brain thinking
- Learn on the mind-mapping technique created by Tony Buzan
- Learn on the most important graph in the world
- Interactive with participants on doodling and presentation
- Understand iMindMap functions and features
- Hands on iMindMap - a visualized tool for idea organization
- Gain insights on the tips to use the application effectively

- ◆ SST Training
- ◆ SST Review and Compliance
- ◆ **Mind Mapping**
- ◆ SST Healthcheck
- ◆ SST Consultation

Office : +6012-981 9390  
Mobile : +6012-305 2908  
+6012-698 1938

E-mail : [training@swpc.com.my](mailto:training@swpc.com.my)  
[Stanley.wong@swpc.com.my](mailto:Stanley.wong@swpc.com.my)  
[seminar@swpc.com.my](mailto:seminar@swpc.com.my)



# CREATIVITY & INNOVATION



## Content:

- Key concepts by iMindMap
- Mind Map Laws
- iMindMap navigation, fundamental and essentials
- iMindMap Flow Chart
- iMindMap Presentation Tools and 3D
- iMindMap Export and Sharing
- This is based on Version 10.0



## Requirements:

- Computer Lab or laptop
- Internet Connection



## Syllabus:

### Morning - Session 1

#### Introduction to Creativity and Mind Mapping

- Concept of Creativity
- Thinking habits
- Mind Map Laws
- Doodling

### Morning - Session 2

#### Introduction to GRASP - Modes of Thinking

- 5 modes of thinking
- Introduction to GTS - The Solution Finder
- Define the problem
- Group Mind Mapping

### Afternoon - Session 1

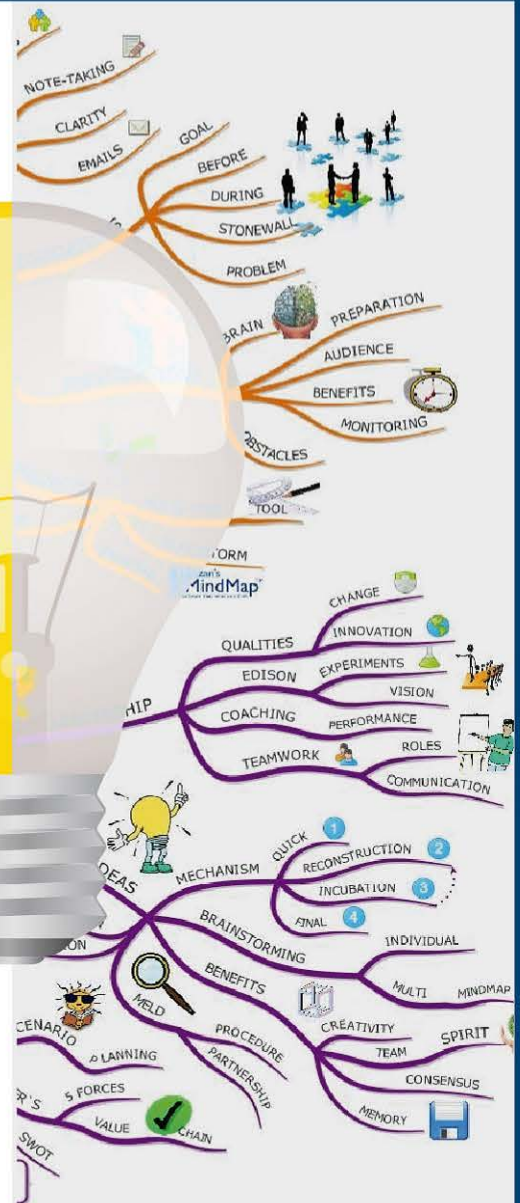
#### Introduction to iMindMap

- Installing iMindMap
- Mind Map Essentials
- Practicing iMindMap

### Afternoon - Session 2

#### iMindMap application in advance

- Comparison between human and computer mind maps
- iMindMap Presentation Builder
- iMindMap Project Management
- The Most Important Graph



ThinkBuzan  
License Instructor

Certified Professional Trainer

HRDF Malaysia Training Provider (No.4847)



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E-mail : [training@swpc.com.my](mailto:training@swpc.com.my)  
[Stanley.wong@swpc.com.my](mailto:Stanley.wong@swpc.com.my)  
[seminar@swpc.com.my](mailto:seminar@swpc.com.my)

- ◆ SST Training
- ◆ SST Review and Compliance
- ◆ Mind Mapping
- ◆ SST Healthcheck
- ◆ SST Consultation



## Training Registration Form



**Please complete this form and send to e-mail address below for training registration. The administrator will liaise with you to confirm the training details and payment options.**

### SW Project Consulting Sdn Bhd

**Office Mobile:** +6012 981 9390 +6012 698 1938  
 • Suite 11 Block E111 • Phileo Damansara 1 • 9 Jalan 16/11  
 • 46350 Petaling Jaya • Website: [www.swpc.com.my](http://www.swpc.com.my)  
 • For Attention: Stanley Wong  
 • Email: [stanley.wong@swpc.com.my](mailto:stanley.wong@swpc.com.my) or [training@swpc.com.my](mailto:training@swpc.com.my) or [seminar@swpc.com.my](mailto:seminar@swpc.com.my)

### GST | SST Training

**Web:** [www.swpc.com.my](http://www.swpc.com.my)  
[www.swprojectconsulting.com.my](http://www.swprojectconsulting.com.my)

**Payment Options:**  
 Cheque; Online and Giro Transfer

Training Type  
 Course name  
 Course Code  
 Target Date  
 Venue  
 Price

<b>Public Training</b>
<b>Mind Mapping for Accountants</b>
<b>MMP190517SWP</b>
<input type="checkbox"/> May 17 <sup>th</sup> , 2019 (Friday) <input type="checkbox"/>
Avenue Business Centre, Phileo Damansara 1
MYR700 per delegate No SST (Training manual, lunch and certificate of attendance)



### Delegate's Particulars

Name  
 Job Title  
 Organization Name  
 Organization Address

City:	State:	Post Code:
Phone:	Fax:	Email:
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Contact Details

Organization Web Site:

Contribution to HRDF:

HRDF SBL Scheme Claim:

### **HRDF:**

Please scan this public training registration form to [stanley.wong@swpc.com.my](mailto:stanley.wong@swpc.com.my) or [training@swpc.com.my](mailto:training@swpc.com.my) or [seminar@swpc.com.my](mailto:seminar@swpc.com.my). SW Project Consulting Sdn Bhd is a HRDF registered training provider (4847). This training program is eligible for HRDF-SBL.

\_\_\_\_\_  
 Name and Date

\_\_\_\_\_  
 Signature and Company Stamp

### **Terms and Conditions:**

- SW Project Consulting Sdn Bhd reserves the right to change the training date and venue based on the required number of quorum with notice given in advance. Kindly make full payment via online.
- Any cancellation or payment made before the event is not refundable. Substitute delegate is allowable.
- Please transfer the payment to Maybank 514196636249 and provide proof of payment.