



Workshop resource:

Managing a mind map

Managing a mind map: A mind map is a way of organising thoughts and perceptions to show links and trends. It is a technique used for collective brainstorming to develop a common outlook.

A mind map requires a large sheet of paper on the wall (two layers of five or six pieces of flip-chart paper should be enough for this exercise – as shown below). Remember to number each sheet, if you want to write up the notes after the session.

Top 1	Top 2	Top 3	Top 4	Top 5
Bottom 1	Bottom 2	Bottom 3	Bottom 4	Bottom 5

Arrange the chairs in an arc (up to three rows deep) around the mind map, as close as possible to ensure that everyone can see the writing.

There are three ground rules for successful mind mapping:

- Every point is valid

(Anyone can suggest something to be added to the map. There does not have to be group agreement before the point is noted down.)

- The person suggesting a trend, makes the link

(The person making a suggestion decides to which other points it should be linked on the map, thereby adding to the growing map of trends.)

- Issues may seem to conflict but that's okay.

Ideally, work with two facilitators. The first facilitator listens to a suggestion, clarifies any points and then, while they write the trend on the map, the second facilitator moves on to the next person.

A 'spotter' can help direct facilitators to the next person with their hand up, to make sure that everyone gets a chance to have their say.

Note: with a small group of officers, it would be possible to manage a mind map with just one facilitator.