



Hi Klaus,

# How to give a great presentation from a Mind Map

To give a presentation from a Mind Map, you can either:

- Print out the Mind Map to use as your notes, or
- Have the Mind Map on your laptop for you to see, or
- Project the Mind Map on a screen for all to see - perhaps using the Full Screen mode to make it easier
- Export to a Powerpoint presentation or Keynote presentation and present using those tools (Mac)
- Print it out as a poster to use as a visual aid during your presentation

Note that you can also print the Mind Map out without the text on the branches (just check the box to print the Mind Map only), as a handout. Why would you want to do this? Because this gives the opportunity for the following types of learning:

- **Visual** - as the students see the Mind Map on the screen
- **Auditory** - as they hear you talking about it
- **Kinesthetic** - as they write the text on the branches
- **Creative** - as they add their own branches to extend what you have written down in new ways
- **Personalized** - they can use their own words on the branches so that it has more meaning for them

Make sure your presentation Mind Map is **colorful** and uses **images** where appropriate to add extra meaning to the image. If you can add **humor** through the images and words, all the better - it will be even more memorable.

If you are giving the presentation using NovaMind and a projector, you can use the full screen mode to get the normal user interface out of the way. You might like to hide children branches until you get to them.

Some of the **benefits of using a Mind Map in a presentation** are:

- You always have the topic in front of you in the center of your Mind Map, so you are less likely to go off on tangents
- You have the main points in the first level branches, so when you go down to the detail levels, you are still conscious of the main point you are making
- The whole presentation is there in one place - no more getting lost in your notes
- There is a visual association through the branch lines and colors between related topics, adding clarity to your presentation
- You can easily pace yourself through the presentation because you can always see how many things you have covered and how many more there yet to cover
- If you are presenting using a projector and NovaMind, you can hide the details and use progressive revelation to show the information, without your audience getting lost - they always know how the information fits in.
- You are working from appropriately summarized information which gives you clear visual cues as to where you are up to, so you can maintain better eye contact and rapport with your audience
- You will be much better equipped to handle audience participation and feedback through the course of your presentation because you have the confidence of the visual anchor to the current topic, and a clear picture of what is coming up for the rest of the presentation
- With the information organization of a Mind Map, the information is being presented in the form that fits best with the way your brain operates, so the understanding and retention of the material is much enhanced, and your presentations are smooth, clear and concise

## 3 Steps to a Great Presentation

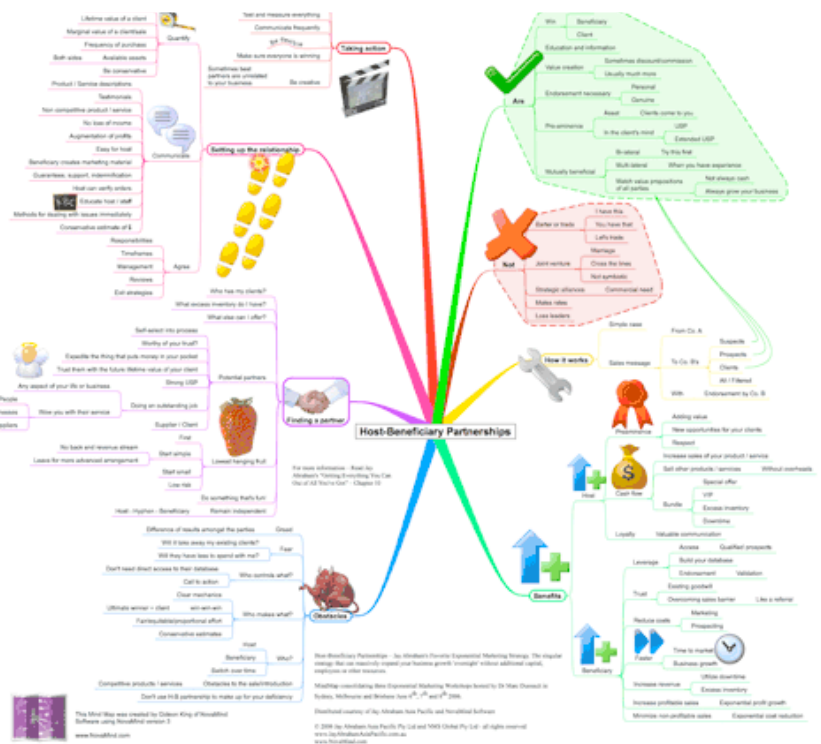
1. To start your presentation, state what

the topic is (from the mind map title), then go around the innermost branches to give an introduction, and tell people what to expect from the presentation.

2. Next, go into the details of each of the branches in turn, stating the first level branch (main idea) before going into the detail, and again at the end of that detail section.
3. At the end of your presentation, go around the innermost branches again as your summary.

As an example if I was giving a presentation from this sample Mind Map, I would start off by saying something like"

"Today we are going be finding out all about host beneficiary partnerships. We will be discussing what they are, and what they aren't. We will see how they work, what the benefits of host beneficiary partnerships are, as well as obstacles to setting them up and operating them successfully. We will give you information about how to find appropriate partners and set up the relationship on the right footing, and finally we will give you the tools to be able to take action to make this really work for you. Does this sound like something that would be useful for you to know?..."



Try it! Your presentations will never be the same again - they will be clear and captivating every time.

## Other tips for great presentations

Here are some good presentation tips and ideas that come from a variety of presentation skill training courses I have attended - this is a summary of them that you can use for a template checklist for you to give great presentations.

### Useful links



Download NovaMind



Support



Tutorials



Gallery



NovaMind Web Site



- Stick to keywords on your Mind Maps, and let your speech flow from there.
- Think of your audience as your friends - they all want you to do your best.
- Keep an expanded awareness of the state of the listeners in the room.
- Tell stories - start early in your presentation, but don't finish the stories until right at the end - this will keep people interested in the whole presentation.
- Have your projections and visual aids to the left side from the audience perspective - they will remember it better there.
- Think what emotional states you want people in at different stages of your presentation, and design your content and presentation style to invoke those states in your audience.
- Remember that you will have people who learn differently in your audience - make sure you cater for:
  - **Visual learners** - by showing them things, and allowing them to "see" the "clear" benefits which they can "picture" and "imagine". You are in a position to "show" them the way things are so they can "watch" and "see" the results.
  - **Auditory learners** - by telling them things that they can "tune in" to, "harmonize" with and "listen to". Check in to see that you say "rings true" and "sounds good" to them. Make your message "clear as a bell", and ask them to "hear you out" and "listen to this".
  - **Kinesthetic learners** - by allowing them to "grasp" the ideas and really "come to grips" with your message. You can "lay all the cards on the table" so they can "get the drift" of what you are saying.
- Make sure you structure your presentation so that you cover the areas of:
  1. Why they need to know this information.
  2. What the information is
  3. How it all works
  4. What if the situation changes, or certain things happen etc.
- Keep questions until you get to the "What if" section of the presentation to make sure the message is covered and there are no interruptions to the flow, but also so that people know that there is going to be an opportunity for them to get their questions answered.

## Homework Exercise

Online Store      Either take one of the Mind Maps you have already produced or create a new Mind Map, and use the three step method above to give a presentation - see how much more smoothly the presentation flows and how much easier it is to hold the audience's attention and communicate the information.

## What next?

Obviously presentations are a significant part of teaching, but there are lots of other areas where Mind Maps are an excellent tool for education, and in our next email, we will discuss some more aspects of teaching with Mind Maps.

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