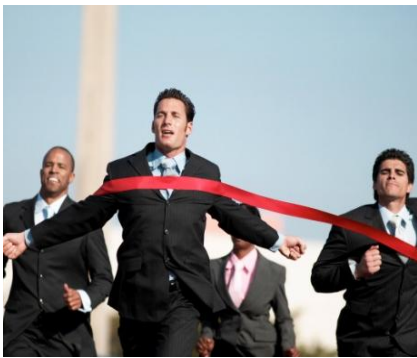


Buzan Productivity Skills for Faster, Better & Cheaper Work Teams



NEW!

Course code: VTLBUZFBC

The call for a faster, better and cheaper economy is a matter of survival. In the face of growing competition, local workers need to do more with the same resources such as time, effort and money. Using Buzan Brain Smart techniques you can! Over the past 30 years, Tony Buzan has been at the forefront helping people and companies do more with less, become more intelligent, efficient and productive. Come upsize your capabilities and be equipped with the Buzan Productivity Skills in this new programme.



Tony Buzan
Founder of Mind Maps®

Outcomes

By the end of the workshop, participants will learnt to:

- Get 7 times more ideas with the same amount of time
- Run faster, more efficient meetings
- Complete minutes in less time
- Do more with the same amount of time (getting things done)
- Get 80% of the results by just spending 20% of the time
- Retain twice as much from training with same amount of effort

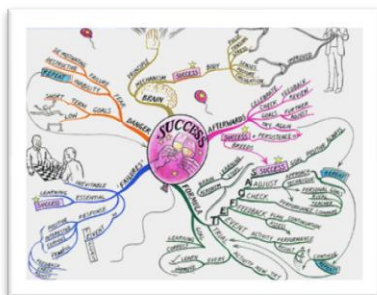
Methodology

This lively and interactive workshop requires extensive participants' involvement. It gives them ample opportunity to practice the new techniques learnt. Buzan workshops usually comprise:

- Lectures / presentations
- Individual and small group exercises and discussions
- Self-awareness questionnaires
- Brain-breaks for reflections and integration
- Games and activities
- Question and answer periods

Who Should Attend

Managers, Executives, Public Sector (Division 1 and 2 Officers)



buzan
professional development centre
www.buzanasia.com

Outline

Faster!

- **Buzan Mind Sprint:** Learn how to think and present your ideas quickly in less than 5 minutes.
- **Buzan Mind Storm:** Run creative brain storm sessions with higher quantity of ideas generated in half the time normally required.
- **Buzan Mind Meeting:** Shorten unproductive meeting time and generate minutes faster with greater accuracy

Better!

- **Buzan Brain Bloom:** Get new ideas from new perspectives
- **Buzan Solution Finding:** Developing a solution finding mind set to solve problems
- Buzan Brain Smart Techniques:
 - Getting Things Done
 - The 80-20 Rule

Cheaper!

- **Genius Formula:** Unleash potential of existing workers and increase their brain capacity, thus save from hiring new resources
- **Laws of Memory Recall & Learning:**
 - Shorten staff's learning curve
- **TEFCAS Formula:** Reducing errors and avoid trial and error method.

Course Details	Dates (please tick)
Buzan Productivity Skills for Faster, Better & Cheaper Work Teams (Course code: VTLBUZFBC) Duration: One (1) day from 9am to 5pm Fee: S\$ 450.00 per participant Discount: Sign up 2 or more persons with 10% off total invoice Trainer: Workshop facilitated by Buzan Licensed Instructor <p style="text-align: center;"><i>Training venue will be advised once your registration is confirmed</i></p>	<input type="checkbox"/> 25 Feb 2010 (Thu) <input type="checkbox"/> 29 Jun 2010 (Tue)
Important Notice Regarding Withdrawal	
1. With 14 days in advance notice in writing	• No charge
2. Between 7-13 days in advance notice in writing	• \$50.00 administrative fee applies
3. Less than 7 days in advance notice in writing	• Full course fee applies. However, place is transferable within 3 months
4. No show	• Full course fee applies. If place is transferred within 3 mths, \$50 administrative fee applies.

Registration Form

For general registration. Vital.org members, please register through Learning@gov.

Organisation:	
Address:	
Name of Training Coordinator (TC):	Postal Code:
Email:	Contact No:

Please register the following _____ person(s) for the above workshop.

PID: _____

Name (Underline surname & include salutation)	Designation	Department	Tel No	E-mail Address or Fax No
1.				
2.				
3.				
4.				
5.				

No. of participants: _____ x \$450 = \$ _____ less discount (_____ %): \$ _____ = **Final Cost \$** _____

Bill to: _____

Billing Address (if differs from above): _____

Note: _____

Payment mode:

Invoice

Credit Card – Visa/Master (Pls delete accordingly)

No: _____ Expiry date: _____

Cheque – Bank: _____ No: _____ (payable to "Buzan Professional Development Centre Pte Ltd")

Authorised Signature:	Date:
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The workshop outline, fee and date are subject to change without notice.