

**TOOLS OF STEP 1****MINDSET  
OR  
MIND MAP**

There are some tools which help individuals to make a mind map at the very beginning because it is important to know what is significant, what is the motivation. Finally a mindset is needed to start creating or developing a network.

# TOOLS OF STEP 1

- Tool 1. Personal need hierarchy
- Tool 2. How to create a mind map
- Tool 3. [www.coggleit.com](http://www.coggleit.com)
- Tool 4. How to make an e-portfolio
- tool 5. Helical model of communication.

## TOOL 1. PERSONAL NEED HIERARCHY

- Hierarchy of needs in a pyramid shape, with important needs at the bottom of the pyramid and higher level, intangible needs at the top.
- A person can only move on to addressing the higher-level needs when their important needs are adequately fulfilled.
- According to this model one could place finding a job as the most important need among his or her personal needs.
- A person who has to struggle to find a job or study place does not think as much about the others needs.



## TOOL 2. HOW TO CREATE A MIND MAP

- Mind map tools link:
  - <https://www.youtube.com/watch?v=IY4cZcjdqAI>
- By following this video it is possible to create a mind map.
- It shows what you need and how you can create your mind map.
- It is very easy to follow the instructions.
- This instruction is for creating a mind map with paper and pencil and imagination.

## TOOL 3. WWW.COOGLE.IT

- There is another tool that helps to make a mind map. You need to create a coggle account (Link below) and it is very interesting to make a mind map with the help of this tool.
  - [www.coggle.it](http://www.coggle.it)
- There is a mind map with the steps of networking made by coggle it (on the right side)
- There is an instructional video that will help to make the mind map. Link to the video below:
  - [https://www.youtube.com/watch?v=cmluHtiB\\_f0](https://www.youtube.com/watch?v=cmluHtiB_f0)



## TOOL 4. HOW TO MAKE AN E-PORTFOLIO

- The e-portfolio can provide a means for keeping a pathway of an individual's growth over time.
- It is structured in a way that helps individuals line up their present experience and skills, development and future goals and make visible their development.
- It makes it possible to link experiences and skills development to related evidence.
- Introduction video:
  - <https://www.youtube.com/watch?v=-Pn3AAts1-4oes>

## TOOL 5. HELICAL MODEL OF COMMUNICATION

- Accumulates and visualises activities and shows the influences of past activities
- Time is an important factor
- Communication is considered a dynamic process which progresses with time and age, as more experiences are gained and vocabulary increases.
- Communication improves and becomes more open

Helical Model of Communication

