

## Analytical & Critical Thinking Skills

This course attempts to equip technical and administrative professionals with the analytical and creative thinking competencies. In general, participants will sharpen their left-brain and right-brain thinking skills, and learn to apply them in various work related situations. Participants will many be familiarized with many proven techniques and tools that could be used to analyze, correlate, justify, and conclude information.

### Course Objectives

Upon completion of this program, participants should be able to:

- Enhance their ability to think analytically and creatively when confronted with numerous situations at workplace
- Understand the applications of various analytical and creative thinking techniques and tools
- Sharpen their analytical and creative thinking skills especially when dealing a problem situation
- Analytically and creatively think to address any complex situations that requires an effective resolution

### Course Outline

- **NEED FOR EFFECTIVE THINKING COMPETENCIES**
  - Maximizing personal and organizational thinking power
  - The need for analytical (critical) thinking
  - Importance of creative thinking within organizations
  - Brain dominance and thinking paradigms

## ➤ INTRODUCTION TO ANALYTICAL THINKING SKILLS

- Need for analytical thinking competencies
- Analytical thinking, logical thinking and rational thinking
- Applications of analytical thinking
- Benefits of analytical thinking in organizations

## ➤ ANALYTICAL THINKING PROCESS

- Steps in analytical thinking
- Dos and Don'ts in analytical thinking
- Common tools and techniques for analytical thinking
- Applications of analytical thinking

## ➤ APPLICATIONS AND TOOLS OF ANALYTICAL THINKING

- Problem solving and Decision making
- Appraising situations and analyzing information
- Statistical tools, data analysis methods
- Drawing interpretations and correlation with data
- Quantitative and graphical approaches

## ➤ CREATIVE THINKING SKILLS BASICS

- What is creative thinking?
- Creative thinking - A self-assessment
- Enhancing personal creativity and thinking
- Obstacles to creative thinking
- Developing creative thinking and visual competencies

## ➤ KICK-STARTING YOUR CREATIVE THINKING PROCESS

- Journaling
- Regular fresh input
- Keeping a journal
- Learning a new creativity technique weekly

- Relaxing and visualizing
- Learning to draw
- Learning Mind Mapping
- Associated thinking
- Idea recording strategies

## ➤ CREATIVE BRAINSTORMING PROCESS

- How to brainstorm?
- Rules of brainstorming
- Principles behind successful brainstorming
- Preparing for a successful brainstorming session
- Running the brainstorming session

## ➤ ANALYTICAL AND CREATIVE THINKING SKILL MILLS

- Individual and group exercises on analytical thinking
- Mini-case study on sharpening analytical (critical) thinking
- Mini-case study on applications of creative thinking
- Individual exercises on creative thinking

## ➤ PRACTICAL CASE STUDY ON THINKING SKILLS

- Briefing of case study requirements
- Group discussions on case study
- Group presentations of case study
- Evaluation and feedback session

## ➤ PERSONAL ACTION PLAN DEVELOPMENT

- Self-assessment on left and right brain thinking
- SWOT analysis on personal thinking power
- Determining improvements in personal thinking skills
- Setting long-term development goals