

Critical Thinking: Strategies for Decision Making (1st Edition)

Course Specifications

Course Number: CCT-012_rev4.0

Course Length: Self-study or Classroom Training

Course Description

The 50-Minute Manager Series was designed to cover critical business and professional development topics in the shortest time possible. Our easy-to-read, easy-to-understand format can be used for self-study or classroom training, or even office training. With a wealth of hands-on exercises, the 50-Minute books keep you engaged and help you retain critical skills.

Solving problems. Evaluating options. Choosing direction. You need to be adept at critical thinking every day on the job. Learn how to tell the difference between effective and ineffective methods of thought. When you can show that your decisions are based on sound reasoning, you give yourself an unbeatable advantage as a leader or a rising star.

Course Objective: The learning objectives for Critical Thinking are listed below. They have been developed to guide you, the reader, to the core issues covered in this book.

The Objectives of this book are:

- To explain the differences between critical and non-critical thinking
- To teach strategies for improving the thinking necessary to make effective decisions at work
- To help readers understand how to evaluate the validity of arguments
- To describe the role that evidence plays in supporting strong arguments and explanations
- To demonstrate how to formulate effective explanations with solid information and reasoned hypotheses

Course Content

Part 1: Understanding Critical vs. Noncritical Thinking

- The Case for Critical Thinking
- Recognize Deceptive Reasoning
- Detect Emotional Manipulation
- Styles of Noncritical Thinking
- Critical Thinking Styles
- Become a Critical Thinker
- Part Summary

Part 2: Recognizing and Evaluating Arguments

- Define Arguments
- Step 1: Pinpoint Issues
- Step 2: Identify Arguments
- Step 3: Seek Clarity
- Step 4: Understand Context
- Step 5: Find Credibility
- Step 6: Look for Consistency
- Step 7: Judge Arguments
- Present Ideas Powerfully
- Part Summary

Part 3: Developing and Evaluating Explanations

- Explanations vs. Arguments
- Formulate Explanations
- Element 1: Gather Information
- Element 2: Process Information
- Element 3: Develop Hypotheses
- Element 4: Test Hypotheses
- Ask Discovery Questions
- Challenge Assumptions
- Part Summary